

# Nottingham Trent University

## Module Specification

	Basic module information	
1	Module Title:	Humanities at Work
2	Module Code:	HUMS20112
3	Credit Points:	20
4	Duration:	Year Long
5	School:	Arts and Humanities
6	Campus:	Clifton
7	Date this version first approved to run:	September 2016

### 8 **Pre, post and co-requisites:**

These are modules that you must have studied previously in order to take this module, or modules that you must study simultaneously or in a subsequent academic session

Pre, Co, Post      Module Code      Module Title

### 9 **Courses containing the module**

<u>Level</u>	<u>Core/Option</u>	<u>Mode</u>	<u>Code</u>	<u>Course Title</u>
		FT	ENGL001	BA (H) English
		PT	ENGL002	BA (H) English
		FT	ENGL015	BA (H) English with Creative Writing
		PT	ENGL016	BA (H) English with Creative Writing
		FT	MCLT101	BA (H) Media
		PT	MCLT102	BA (H) Media
		FT	HIST001	BA (H) History
		PT	HIST002	BA (H) History
		FT	HUMA001	BA (H) Communication & Society and Global Studies
		FT	HUMA002	BA (H) Communication & Society and English
		FT	HUMA003	BA (H) Communication & Society and Film & TV
		FT	HUMA004	BA (H) Communication & Society and History
		FT	HUMA005	BA (H) Communication & Society and International Relations
		FT	HUMA006	BA (H) Communication & Society and Linguistics

FT	HUMA007	BA (H) Communication & Society and Media
FT	HUMA008	BA (H) Communication & Society and Philosophy
FT	HUMA009	BA (H) English and European Studies
FT	HUMA010	BA (H) English and Film & TV
FT	HUMA011	BA (H) English and Global Studies
FT	HUMA012	BA (H) English and History
FT	HUMA013	BA (H) English and International Relations
FT	HUMA014	BA (H) English and Linguistics
FT	HUMA015	BA (H) English and Media
FT	HUMA016	BA (H) English and Philosophy
FT	HUMA017	BA (H) English and TESOL
FT	HUMA018	BA (H) European Studies and Film & TV
FT	HUMA019	BA (H) European Studies and Global Studies
FT	HUMA020	BA (H) European Studies and History
FT	HUMA021	BA (H) European Studies and International Relations
FT	HUMA022	BA (H) European Studies and Media
FT	HUMA023	BA (H) European Studies and Philosophy
FT	HUMA024	BA (H) Film & TV and Global Studies
FT	HUMA025	BA (H) Film & TV and History
FT	HUMA026	BA (H) Film & TV and International Relations
FT	HUMA027	BA (H) Film & TV and Linguistics
FT	HUMA028	BA (H) Film & TV and Philosophy
FT	HUMA029	BA (H) Global Studies and History
FT	HUMA030	BA (H) Global Studies and International Relations
FT	HUMA031	BA (H) Global Studies and Linguistics
FT	HUMA032	BA (H) Global Studies and Media
FT	HUMA033	BA (H) Global Studies and Philosophy
FT	HUMA034	BA (H) Global Studies and TESOL
FT	HUMA035	BA (H) History and International Relations
FT	HUMA036	BA (H) History and Linguistics
FT	HUMA037	BA (H) History and Media
FT	HUMA038	BA (H) History and Philosophy
FT	HUMA039	BA (H) History and Politics
FT	HUMA040	BA (H) Linguistics and International Relations

FT	HUMA041	BA (H) Linguistics and Media
FT	HUMA042	BA (H) Linguistics and Philosophy
FT	HUMA043	BA (H) Media and International Relations
FT	HUMA044	BA (H) Media and Philosophy
FT	HUMA045	BA (H) Philosophy and International Relations
FT	HUMA046	BA (H) TESOL and International Relations
FT	HUMA047	BA (H) Media and Film & TV
FT	HUMA048	BA (H) European Studies and Linguistics
SW	MODL001	BA (H) Mandarin Chinese and European Studies
SW	MODL002	BA (H) French and Communication & Society
SW	MODL003	BA (H) French and English
SW	MODL004	BA (H) French and European Studies
SW	MODL005	BA (H) French and Film & TV
SW	MODL006	BA (H) French and German
SW	MODL007	BA (H) French and Global Studies
SW	MODL008	BA (H) French and History
SW	MODL009	BA (H) French and International Relations
SW	MODL010	BA (H) French and Italian
SW	MODL011	BA (H) French and Linguistics
SW	MODL012	BA (H) French and Mandarin Chinese
SW	MODL013	BA (H) French and Media
SW	MODL014	BA (H) French and Philosophy
SW	MODL015	BA (H) French and Spanish
SW	MODL016	BA (H) French and TESOL
SW	MODL017	BA (H) German and English
SW	MODL018	BA (H) German and European Studies
SW	MODL019	BA (H) German and Film & TV
SW	MODL020	BA (H) German and Global Studies
SW	MODL021	BA (H) German and History
SW	MODL022	BA (H) German and International Relations
SW	MODL023	BA (H) German and Italian
SW	MODL024	BA (H) German and Linguistics
SW	MODL025	BA (H) German and Mandarin Chinese
SW	MODL026	BA (H) German and Media
SW	MODL027	BA (H) German and Philosophy
SW	MODL028	BA (H) German and Spanish

SW	MODL029	BA (H) German and TESOL
SW	MODL030	BA (H) Italian and English
SW	MODL031	BA (H) Italian and European Studies
SW	MODL032	BA (H) Italian and Film & TV
SW	MODL033	BA (H) Italian and Global Studies
SW	MODL034	BA (H) Italian and History
SW	MODL035	BA (H) Italian and International Relations
SW	MODL036	BA (H) Italian and Linguistics
SW	MODL037	BA (H) Italian and Mandarin Chinese
SW	MODL038	BA (H) Italian and Media
SW	MODL039	BA (H) Italian and Philosophy
SW	MODL040	BA (H) Italian and TESOL
SW	MODL041	BA (H) Mandarin Chinese and English
SW	MODL043	BA (H) Mandarin Chinese and Film & TV
SW	MODL044	BA (H) Mandarin Chinese and Global Studies
SW	MODL045	BA (H) Mandarin Chinese and International Relations
SW	MODL046	BA (H) Mandarin Chinese and Linguistics
SW	MODL047	BA (H) Spanish and Communication & Society
SW	MODL048	BA (H) Spanish and English
SW	MODL049	BA (H) Spanish and European Studies
SW	MODL050	BA (H) Spanish and Film & TV
SW	MODL051	BA (H) Spanish and Global Studies
SW	MODL052	BA (H) Spanish and History
SW	MODL053	BA (H) Spanish and International Relations
SW	MODL054	BA (H) Spanish and Italian
SW	MODL055	BA (H) Spanish and Linguistics
SW	MODL056	BA (H) Spanish and Mandarin Chinese
SW	MODL057	BA (H) Spanish and Media
SW	MODL058	BA (H) Spanish and Philosophy
SW	MODL059	BA (H) Spanish and TESOL

Check the currency of the above list  
after size and shape withdrawals

This module is in a number of over-lapping parts:

1. Placement preparation

Placement preparation sessions will help you understand the world of work and how to make the most out of the placement. It will explore intellectual and theoretical underpinnings of employable attributes and assist you in the development of your self-awareness within a professional environment. Preparation will also include practical skills development such as CV preparation and how to audit/evaluate your skills base.

2. A fixed period of assessed voluntary work with a host organisation outside of academia.

You will be required to undertake a fixed period work placement. It is widely recognised that a work placement is a key vehicle for the development of transferable skills:

"Volunteering [including work placement] builds employability skills such as leadership, problem-solving, team-working, initiative and self-awareness. Virtually every paid job can be mirrored by a volunteering opportunity" (*The Art of Crazy Paving*, Student Volunteering UK).

Though your work will be voluntary, our placement providers come from a wide range of sectors, not just volunteering.

3. Placement reflection

A key element of the placement is to provide you with an opportunity to foster direct professional and transferable skills through exposure to the workplace. Importantly therefore attention will be given to thinking about how your experience at work and as a reflective practitioner can be linked to employability and represent an important starting point to building a career pathway.

This module provides an opportunity for you to actively engage in projects within the workplace; it will also introduce the concepts of entrepreneurship and intrapreneurship as key employability skills. Learning is incremental and good attendance is essential. Accordingly:

The module requires you:

- to actively undertake a period of voluntary activity with a specific work placement;
- to reflect upon your personal development, your experiences as a volunteer, and the skills and qualities developed through volunteering;
- to gather evidence of the development of professional and transferable skills;

The module aims to enable you to:

- understand the key elements, influences and operations of professional organisations
- participate in the workplace to gain an informed view and experience of work
- enable development of transferable skills in the work environment and awareness and reflection upon those skills
- develop your awareness of personal development and potential career paths

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<b>11</b>	<b>Module content</b>
	<p>Module content will include:</p> <ul style="list-style-type: none"> <li>• The study of the key professional skills required by organisations</li> <li>• The development of self-awareness relative to professional activity</li> <li>• The development of an awareness of the aims and objectives of organisations: including formulation, method, and evaluation.</li> <li>• Identification of personal work experience needs and seeking and secure an appropriate work placement. This will be supported by a programme of workshops at the outset of the module.</li> <li>• Undertaking the work experience within an approved workplace environment. It is expected that students will spend a <b>minimum of 30 hours</b> within a short time frame (a month or less), undertaking work experience with their host organisation. This may take the form of a regular weekly attendance, or of larger blocks of time negotiated with the organisation and the module tutor.</li> <li>• Programme of tutorials throughout the placement to support student learning in specific areas</li> <li>• Portfolio guidance; job application, CV and interview support, entrepreneurial and freelancing advice.</li> </ul>
<b>12</b>	<b>Indicative reading</b>
	<p>Evans, K, Hodkinson, P and Unwin, L (ed.) (2002) <i>Working to learn : transforming learning in the workplace</i>. London: Kogan Page.</p> <p>Fanthome, C (2004) <i>Work Placements – a survival guide for students</i>, Basingstoke: Palgrave.</p> <p>Field, J (2005) <i>Social capital and lifelong learning</i>. Bristol: Policy.</p> <p>Hardy, R (2004) <i>The Virgin guide to volunteering</i>. London: Virgin.</p> <p>Kendall, Jeremy (2003) <i>The voluntary sector</i>. London: Routledge.</p> <p>Moon, JA (2004) <i>A handbook of reflective and experimental learning: theory and practice</i>. London: Routledge Falmer.</p> <p>Weeldreyer, L (2001) <i>Everything you need to know about volunteering</i>. New York: Rosen Publishing Group.</p>
<b>13</b>	<b>Learning outcomes</b>
	<p>Learning outcomes describe what you should know and be able to do by the end of the module</p>
	<p>Knowledge and understanding. After studying this module you should be able to:</p>
	<ol style="list-style-type: none"> <li>1. Demonstrate an understanding of the specific organisation where your volunteer experience has taken place and within the context of its function in the local and wider communities</li> <li>2. Understand the issues and challenges of work within the context of your experience including key employability skills</li> </ol>

3. Assess the value and relevance of work experience as a learning tool and career enhancement tool
Skills, qualities and attributes. After studying this module you should be able to:
4. Develop a constructive self-awareness of your skills and attributes, and how they relate to the experience undertaken
5. Effectively interact and communicate with individuals and groups within the workplace

<b>14 Teaching and learning</b> <i>Range of modes of direct contact</i> This indicates the range of direct contact teaching and learning methods used on this module, e.g. lectures, seminars
<p>As the module provides an opportunity to gain practical experience with a business, voluntary organisation or community based group, a significant portion of your time will be spent with the host agency. This work is supported by a programme of workshops, lectures, seminars, tutorials and online directed study. These have been designed to be as interactive as possible and you will have the opportunity to learn and examine critically the theoretical concepts associated with the indicative content through private reading, consideration of lecture material and seminar papers.</p> <ul style="list-style-type: none"> <li>The module has a strong vocational emphasis, and you will be spending at least 30 hours in total undertaking work based activities. Thus both the taught sessions and the placement require that you adopt a professional approach and that you are reliable. Regular attendance is a vital element in this.</li> </ul> <p>Total contact hours: 50</p>
<i>Range of other learning methods</i> This indicates the range of other teaching and learning methods used on this module, e.g. directed reading, research
Directed reading and research tasks Independent study <p>Total non-contact hours: 150</p>

15	<b>Assessment methods</b>
This indicates the type and weighting of assessment elements in the module	
<u>Element number</u>	<u>Weighting</u> <u>Type</u> <u>Description</u>
1	50%      Coursework <b>Professional Portfolio</b>
2	50%      Coursework <b>Reflective Placement Report</b>
<b>Diagnostic/formative assessment</b>	

This indicates if there are any assessments that do not contribute directly to the final module mark
Organisational research techniques and presentations. Self-awareness and assessment activities, interview techniques and OPQ diagnostic exercises
<p><b>Further information on assessment</b></p> <p>This section provides further information on the module's assessment where appropriate</p> <p>The assessment for this module comprises 100% coursework. You are required to submit the following:</p> <p><b>Professional Portfolio 50% (including CV, skills audit, career plan and placement log)</b></p> <p><b>Reflective Placement Report 50% (written)</b></p>

<b>Document management</b>		
16	Module Title:	Humanities at Work
17	Module Code:	HUMS20112
18	Subject (JACS) Code	
19	Cost Centre	
20	School:	
21	Academic Team	
22	Campus	
23	Other institutions providing teaching	<i>Please complete in box 23 a-d - if applicable</i>
	Institution	%
23a	Other UK Higher Education or Further Education Institution- Please name Percentage not taught by NTU	
23b	Other public organisation in the UK- Percentage not taught by NTU	
23c	Other private organisation in the UK - Percentage not taught by NTU	
23d	Any other Non-UK organisation - Percentage not taught by NTU	
24	Date this version was formally approved by SASQC/DAG:	