ROBERT GORDON UNIVERSITY ABERDEEN

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MODULE DESCRIPTOR

Module Title

Experience in the Business Environment

Reference	BS3208	Version	2
Created	February 2017	SCQF Level	SCQF 9
Approved	May 2010	SCQF Points	120
Amended	June 2017	ECTS Points	60

Aims of Module

To enable the student to demonstrate learning accrued in a practical enviroment and to allow the student to critically evaluate their previous professional experience in light of the knowledge, understanding and personal transferable skills acquired in the programme.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1	Demonstrate skills, attitudes and behaviours appropriate to the workplace. Including skills in the following areas: technical and learning skills; staff relations skills; planning and organisational skills; personal and professional skills; communication skills.
2	Reflect on their own strengths and weaknesses as potential managers.
3	Demonstrate an understanding of the organisation in which they have previously been employed and critically evaluate the factors that have affected/affect its performance.
4	Demonstrate evidence of, and reflect on new learning with regard to knowledge, skills and abilities required for effective functioning in the workplace.

Indicative Module Content

The content and duration of business experience will vary, however each student will undertake to complete an extensive business practice portfolio. The portfolio will provide evidence which combines practical skills and learning gained in the workplace with academic knowledge. The student's current/previous employer will also be required to provide evidence relating to the student's performance within the organisation to be assessed as part of the portfolio.

Module Delivery

Delivery is by means of previous, relevant workplace experience coupled with guidance from both a University advisor and the Placement Office.

Indicative Student Workload

	Full Time	Part Time
Contact Hours	N/A	N/A
Non-Contact Hours	300	N/A
Placement/Work-Based Learning Experience [Notional] Hours	900	N/A
TOTAL	1200	N/A
Actual Placement hours for professional, statutory or regulatory body	900	

ASSESSMENT PLAN

If a major/minor model is used and box is ticked, % weightings below are indicative only.

Component 1

Type:	Coursework	Weighting:	100%	Outcomes Assessed:	1, 2, 3, 4

Description:
The assessment is conducted by means of a portfolio of previous business experience. This portfolio will include the following:
(a) Job Description
(b) Documentation from periodic reviews previously completed.
(c) Further evidence deemed appropriate by the student to demonstrate that the intended learning outcomes have been achieved.
(d) A report-based critical evaluation of the relationship between previous business experience and learning gained from the programme. Specifically this will consider how the two have combined to increase the knowledge, skills, and professionalism of the student.
(e) An updated CV

MODULE PERFORMANCE DESCRIPTOR

Explanatory Text

The module is assessed by one component: C1 - Coursework - 100% weighting. Module Pass Mark = Grade D (40%)

Module Grade	Minimum Requirements to achieve Module Grade:
A	70% or above
B	60% - 69%
C	50% - 59%
D	40% - 49%
E	35% - 39%
F	0% - 34%
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module	The student must have gained 240 SCOTCAT credits by successfully completing Years 1 and 2 in the Management Programme. In addition, the student will normally have passed all modules at first attempt in Years 1 and 2, and maintained at least a C average.
Corequisites for module	BS3184: Research Methods
Precluded Modules	None.

ADDITIONAL NOTES

Students who do not achieve a pass in this module will be required to undertake the taught third year route within the relevant course of the Management Programme.

INDICATIVE BIBLIOGRAPHY

1	BOWDEN, J., 2011. *Writing a report: how to prepare, write and present really effective reports.* 9th ed. Oxford: How to Content.
2	FANTHOME, C., 2004. *Work placements: a survival guide for students.* Hampshire: Palgrave Macmillan.
3	LEWIS, R. and INGLIS, J., 2005. *How to write reports: the key to successful reports.* Cambridge: National Extension College Trust.