ROBERT GORDON UNIVERSITY ABERDEEN

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MODULE DESCRIPTOR

Module Title

Placement

Reference	BS3302	Version	3
Created	March 2017	SCQF Level	SCQF 9
Approved	July 2017	SCQF Points	15
Amended	July 2017	ECTS Points	7.5

Aims of Module

To provide the student with practical experience of problem solving and organisational dynamics in the workplace.

Learning Outcomes for Module

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

1	Apply knowledge and skills gained on the degree programme in a practical work context.
2	Undertake tasks of an administrative, managerial or legal nature.
3	Demonstrate the ability to reflect critically on their own learning experience in the workplace.

Indicative Module Content

Supervised work experience placement of 12 weeks duration with an employer.

Module Delivery

Regular contact and monthly reviews with placement supervisor and at least one placement visit and telephone contact as required with University placment tutor.

Indicative Student Workload	Full Time	Part Time
Contact Hours	10	10
Non-Contact Hours	N/A	N/A
Placement/Work-Based Learning Experience [Notional] Hours	140	140
TOTAL	150	150
Actual Placement hours for professional, statutory or regulatory body	140	140

ASSESSMENT PLAN

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

Component 1

Type:	Coursework	Weighting:	80%	Outcomes Assessed:	1, 2, 3

Description: Placement report from Employer

Component 2

Type:	Coursework	Weighting:	20%	Outcomes Assessed:	3

Description: Written reflective statement focussing on the skills and knowledge achieved by the student whilst fulfilling the learning contract between them and the employer. The length is determined by the length of placement as indicated in the Module Handbook and CampusMoodle page. The report shall be marked by the academic placement supervisor.

MODULE PERFORMANCE DESCRIPTOR

Explanatory Text

The Module is assessed by two components: C1 - Placement Report from Employer - 80% weighting. C2 - Reflective Report - 20% weighting. Module Pass Mark = Grade D (40%)

Module Grade	Minimum Requirements to achieve Module Grade:
A	At least 70% on weighted aggregate and at least 35% in each component
B	At least 60% on weighted aggregate and at least 35% in each component
C	At least 60% on weighted aggregate and at least 35% in each component
D	At least 40% on weighted aggregate and at least 35% in each component
E	At least 35% on weighted aggregate
F	Less than 35% on weighted aggregate
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module	None.
Corequisites for module	None.
Precluded Modules	None.

INDICATIVE BIBLIOGRAPHY

1 BOWDEN, J., 2011. *Writing a report: how to prepare, write and present effective reports.* 9th ed. Oxford: How to Books.

2 FANTHOME, C., 2004. *Work placements: a survival guide for students.* Basingstoke: Palgrave Macmillan.

3 LEWIS, R. and INGLIS, J., 2005. *How to write reports: the key to successful reports.* Cambridge: National Extension College Trust Ltd.