

**SHEFFIELD HALLAM UNIVERSITY
FACULTY OF DEVELOPMENT AND SOCIETY**

APPLIED SOCIAL SCIENCE PROGRAMME

LEVEL 4

**MODULE: SOCIAL SCIENCE FOUNDATIONS
(Component 1 of a 2 Component Assessment - weighting 50%)**

SEMESTER TWO ASSESSMENT 2005/2006

INSTRUCTIONS TO CANDIDATES

1. Answer Parts A, B and C of the Personal/Academic Development plan in not more than a total of 1,500 words.
 2. Parts A, B and C carry equal marks.
 3. All submitted work **must** be word processed and adhere to the following guidelines:
 - All typed work must be in Arial 11 or Times New Roman font size 12.
 - Please state the number of words used at the end of the assignment.
 - Assignments more than 10% in excess of the word limit will be penalised.
 - All work used within the assignment must be appropriately referenced.
 - Use the Harvard Referencing System.
 4. Essays to be submitted on **26 April 2006**. **Please see noticeboards for venue and exact submission times for your degree route.**
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Continuing Professional/Academic Development is the means by which members of any professional association seek to improve and broaden the knowledge, skills and personal qualities required in their professional lives. We are seeking to introduce you, as a student of social science, to a process through which you seek to develop the skills that underpin good academic work and promote employability. For the assessment this semester, you are going to complete a **Personal/Academic Development Plan**. This comprises three parts (Parts A, B and C):

Part A: In a session with your SSF tutor to discuss the feedback from your semester one work, you will identify an area relating to your **academic** skills that needs further development. You will then devise a work plan and timetable to enable you to develop this academic skill during semester 2. **Part A of your Personal/Academic Development Plan must be agreed with your SSF tutor.**

Part B: For Part B you will need to keep a diary recording your development work and noting any changes you make to, or thoughts you have about, your personal/academic development plan as you go through the semester.

Part C: Towards the end of the semester, you will undertake an analysis of how, in your view, your professional/academic development went and what you have discovered from the experience about yourself and your academic work.

PERSONAL/ACADEMIC DEVELOPMENT PLAN

PART A

Identifying an area for Continuing Personal/Academic Development.

Following the discussion with your support tutor, identify those things you are good at – and not so good at – in your academic work. Consider any good practices you presently employ and decide which practices you might improve upon.

What am I good at?	What am I not so good at?
What practices I want to continue	What areas I wish to improve in

Start to consider and prioritise your development needs in the light of the analysis on the previous page. Select a **higher-level academic skill** you wish to develop and outline a plan for development. Note that guidance on what constitutes a higher-level academic skill is included on 'Blackboard'.

(a) How are you going to develop the skill?

(b) What is the time frame for this development?

(c) How are you going to check whether you have been successful at developing this skill?

Student [Signed]: _____ **Date:** _____

SSF Tutor [Signed]: _____ **Date:** _____

PART B.

WORKING ON YOUR PERSONAL/ACADEMIC DEVELOPMENT PLAN.

On this sheet, keep a diary of your development work and note any issues or thoughts that occur to you whilst engaged in it. Include any changes you make to your personal/academic development plan during this time.

PART C.

REFLECTING ON YOUR PERSONAL/ACADEMIC DEVELOPMENT PLAN.

Do you feel you have succeeded in your personal/academic development? If so, why? If not, why not?

What changes would you make to the Personal/Academic Development Plan if you had to do it again?

What is the main thing you learnt from the process?

What other things have you learnt from the process?

What ideas have you had for developing other areas of your own practice?