

AS1 RESIT (Portfolio) - Assignment Brief

Academic Year	2021-2022
Module Code	155100000
Module Title	Academic Practice
Module Convenors	Tolulope Eboka
Assessment weighting	This assessment contributes 50% towards final grade for this module.
Submission Deadline	Monday, 15 th August 2022 at 23.59
Feedback Deadline	TBC

Aims

The purpose of the Academic Practice module is to support students through the Foundation Year by providing them with the key skills and practices required for undergraduate study. Students will develop a range of oral, written, visual, analytical, and team-working skills. These include academic writing and research skills, referencing, critical reading and thinking, independent study skills, exam preparation skills, and the development of an independent study project (ISP).

The content and structure of the module will encourage students to engage with global themes and issues through its clear links to the content delivered across other FY modules while allowing students the opportunity to develop and apply their academic practice skills.

The summative assessments will allow students to demonstrate the development of their academic practice skills through building a portfolio of their work in Term 1 and by writing an independent study project and Reflective piece in Terms 2 & 3.

Learning Outcomes

On successful completion of this module a student will be able to:

1. Employ a wide range of academic skills and techniques appropriate for UG study.
2. Think critically and solve problems, using a variety of methods and techniques.

3. Reflect on learning, assessment, monitoring and evaluating their own development.
4. Research and write academic assignments.

The Assignment

- Complete a portfolio consisting of **ten portfolio assignment tasks**.
- The cumulative word count should be **2750 words** (+/- 10%).
- The portfolio should consist of the following tasks:

Week 1

Reflective writing on personal and academic development.

Your task for your Academic Practice this week is to **produce a reflective piece of writing on how your time on the FY has transformed you**. The word count for this assignment will be **250 words**. The exact assignment task guidelines state:

In order to produce an effective reflective evaluation on this topic, we recommend that you:

- Focus on just one area of development.
- Introduce the areas of development clearly.
- Summarise how you developed these areas.
- Explain what you feel the consequences of developing these areas have been.

Week 2

Reflective writing on how your note taking skills for lectures and seminars has improved.

Your task for your Academic Practice this week is to **produce a reflective piece of writing on how you have improved your note taking skills**. The word count for this assignment will be **250 words**. The exact assignment task guidelines state:

Write a reflective evaluation of how you have improved your note taking for reading on the Foundation Year.

In order to produce an effective reflective evaluation on this topic, we recommend that you:

- Introduce the areas you have developed.
- Summarise how you have developed these areas.
- Explain what you feel the consequences of developing these areas have been.

Week 3

An Analysis of an Assignment Question

Your task for your Academic Practice **this** week is to produce a **250-word** analysis of an assignment question:

Write an analysis of one assignment question from the BMEL or SSAH extended essays.

BMEL

1. Define 'marketing mix' and explain how the integration of the mix helps a company to implement an effective marketing plan. You should use an MNC of your choice to support your argument. (Business)
2. Explain two leadership styles and why effective leadership is so critical in today's fast-moving environment? You should use an MNC of your choice to support your argument. (Management)
3. What are the trends in economic inequality over the past four decades, and how do they differ across countries? Critically discuss at least two proposed solutions to address economic inequality. (Economics)
4. The restoration of the sovereignty of the Westminster Parliament post-Brexit is, in many ways, an illusion. Critically discuss this statement with reference to the legal effects of Brexit. (Law)

SSAH

1. To what extent would you agree that it is impossible to form a truly scientific, objective view of society?

In your analysis, we recommend that you:

- Introduce the question you plan to answer.
- Explain the explicit features of the question.

- Explain the implicit features of the question.
- Explain how you feel a student could answer this question well.

Make sure you bring your portfolio assignment to your Academic Practice Seminar 1 next week.

Week 4

An Introductory Paragraph

Your task for your Academic Practice **this** week is to produce a **150-word** introductory paragraph to a hypothetical academic question:

Write an introduction to the following question: Should university fees be abolished for all students?

In your introduction, we recommend that you:

- Clearly introduce the context of the question.
- Clearly establish the debate of problem.
- Clearly state your thesis.
- Clearly outline the content and structure of your answer.

Week 5

A Paragraph Developing an Argument

Your task for your Academic Practice this week is to **produce a 250-word paragraph which develops one main point which could be used to support a thesis statement which responds to the question: *Should university fees be abolished for all students?***

In your paragraph we recommend that you

- Spend time planning the content and structure of your paragraph.
- Focus on one central idea or argument.
- Clearly state that one central idea or argument in the topic sentence.
- Develop the ideas within the paragraph logically.
- Use linking words and transition signals to make the connections between ideas clearer.

Week 6

A Paragraph Supporting an Argument

Your task for your Academic Practice portfolio **this** week is to produce a **250-word** paragraph which responds to the following statements related to your BMEL or ISSAH assignments.

- Academic theories can help us to understand how the world is today.
- Quantitative research can help us to understand social problems.
- The business ethics of MNCs should be enforced by the state.
- The management principles of equality, diversity and inclusivity have largely positive effects.

In your paragraph we recommended that you:

- Limit the scope. For example, you could focus on one particular aspect of society or social inequality for questions A and B, or one particular business for questions C and D, and also one management principle or element of business ethics. You can signpost the focus of your paragraph in the topic sentence.
- Focus on using evidence to support and develop your point.
- Find evidence and support for your point in academic sources.
- Try to use at least three different sources to support your point.

- Try to use a variety of types of sources. Don't only rely on statistics from international organisations, or theories from dead white men.
- Try to integrate the supporting information coherently and cohesively (more practice in Seminar 2 this week).
- Try to reference your sources correctly using the Harvard Style (more practice in Seminar 2 this week).

Week 7

A paragraph which integrates, evaluates and refutes a counter-argument.

Your task for your Academic Practice portfolio **this** week is to produce a **250-word** paragraph which integrates, evaluates, and refutes a counter-argument.

The paragraph should respond to the following question: Should Britain pay reparations for colonialism?

In your paragraph we recommend that you:

- Clearly develop an argument.
- Incorporate a counter-argument.
- Evaluate and attempt to refute the counter-argument.
- Use sources to support and illustrate the argument, counter-argument and refutation.

Week 8

A Concluding Paragraph

Your task for your Academic Practice portfolio this week is to produce a 150-word concluding paragraph.

Your concluding paragraph should be a draft conclusion for your hypothetical academic essay which answered the question of: *Should university fees be abolished for all students?*

In your concluding paragraph we recommend that you include:

- A clear re-statement of your thesis
- A clear summary of the main points of your arguments and implications section.
- Any deductions you've drawn from the body of your essay or report.
- Any implications, particularly with regard to the future.
- No inspirational quotes.

Week 9

A Bibliography

Your task for next week is to produce a bibliography using the details supplied for the texts listed below.

The bibliography includes all of the information needed for each entry. However, the order for each entry is incorrect, the punctuation and bracketing is missing, the presentation is poor, and the entries are not in the correct alphabetical order.

We recommend that you:

- Identify the type of text of each entry.
- Put the information for each entry in the correct order.
- Include the correct punctuation and bracketing.
- Make sure that the style is uniform throughout.
- Put the entries in the correct alphabetical order.

- a) London 2001 SOCIALISM AND EDUCATION IN BRITAIN 1883-1902 Woburn Press Kevin Manton
- b) Tobias Reginald Ford Marmaduke Murphy Jonas Darlenstein Rattlesnake McGinty San Francisco 2019 Fantastic Press How Foundation Year can make you rich

- c) Les Back John Solomos eds 2000 Theories of Race an Racism: A Reader London
Routledge
- d) 83–95 How to rock classy leisure wear SOAS University Press David Webster The Online
Presentation Handbook ed 2012 Anthony Attah London
- e) How to be an inspiring leader 97 3 Maria Kinch 63-64 2018 International Journal of
Ingeniousness
- f) Joyfulness Quarterly Kasia Brys 2020 Accessed 6 August 2013 Foundation Year is the
Secret to Happiness 12 2 96-108 Available at:
<http://onlinelibrary.wiley.com/doi/10.1002/14651858.CD008495/abstract>
- g) Sarah Sentilles Accessed 12 June 2020 Colonial Postcards and Women as Props for War-
Making October 5 From The New Yorker 2017 Available at
[https://www.newyorker.com/books/second-read/colonial-postcards-and-women-as-props-
for-war-making](https://www.newyorker.com/books/second-read/colonial-postcards-and-women-as-props-for-war-making) 2017
- h) Annual report 2013-2014 Available at:
<https://www.marksandspencer.co.uk/corporate/annual2013/2014> Marks & Spencer 2014
online Accessed 4 June 2005
- i) Department of Health Available at:
[http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digit
alasset/dh_4071283.pdf](http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digit
alasset/dh_4071283.pdf) 2020 Studying on the Foundation Year cures all that ails you
London Department of Health Accessed 12 September 2011
- j) *Chambers Harpers Publishers Ltd. London 2010 Chambers paperback dictionary*

Week 10

600-word reflective evaluation on developing your academic practice in the future.

In your final portfolio task of the term we recommend that you:

- Reflect on what academic skills you have developed on the Foundation Year.
- Reflect on which academic skills you would still like to improve.
- Reflect on how you plan to continue improving.
- Try to develop one coherent reflective piece, rather than producing a list of separate unconnected reflections.
- Try to produce a clear overall structure.
- Be as specific and focused as possible.

Marks will be awarded for the following:

Fulfilling all of the requirements of the task as outlined in the corresponding seminar.

Clear structure and organization of each task.

Clear, accurate and sophisticated use of language.

Clear organisation of the portfolio overall.

Clear presentation.

Guidance Notes:

Follow the instructions published on the following pages.

Remember that the task instructions correspond with skills and features of academic writing introduced in the seminar materials in Term 1 of the Academic Practice module.

Present the ten portfolio tasks on one document.

Present each portfolio task on separate pages of the document. Clearly label the task being presented on each page with a heading.

Presentation matters! Give yourself time to draft and edit your work.

Language matters! Communicate as clearly, accurately and economically as you can.