

**Assignment Brief Academic Year 2023**

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| **Module code and title:** | FY027: Preparing for Success at University: Self-Development and Responsibility | **Module leader:** | Dr Taimur Khan |
| **Assignment No. and type:** | FY027 CW1—Portfolio and Reflective Summary | **Assessment weighting:** | 60% |
| **Submission time and date:** | 19 May 2023 | **Target feedback time and date:** |  |

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| **Assignment task** |
| Using materials generated during the mini-project workshops and through your independent study, populate a portfolio of evidence of your learning and development during the module.  Write a 500-word answer to the question:  How and why have the mini-project workshops contributed towards the development of your employability?  This assignment requires you to:   1. Create a portfolio using the Blackboard Portfolio tool. 2. Add sections to a page within the portfolio to create themed spaces to which materials can be uploaded. 3. Choose a selection of documents to upload to the portfolio.   A minimum of 12 documents is suggested.   * + These should be materials generated during FY027 mini-project and employability classes, or through independent study relevant to these aspects of the module.   + These materials might include     - a selection of reading logs related to the projects     - photographs of work completed in class or typed-up work from class     - reflections on how your project work meets the learning outcomes     - examples of academic writing     - an up-to-date CV   + There is no word count for these documents although it is anticipated that they should provide a minimum of 1500 words, or equivalent, in addition to the summary.   + Using the Learning Outcomes may help you to choose which documents to include.  1. Upload the documents to the relevant themed sections. 2. Share a snapshot of the portfolio with your seminar lecturer. 3. Write a 500 word summary explaining your choices of the Portfolio contents to be submitted via Turnitin. |

Internal approval: Ina Stan, 28/01/19

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| Portfolio workshops will be provided to help you to complete these tasks. | |
| **This assignment has been designed to provide you with an opportunity to demonstrate your achievement of the following module learning outcomes:** | |
| LO 1 | Demonstrate effective communication skills, applicable to academic and professional contexts. |
| LO 3 | Identify own academic and professional development needs and create an action plan. |
| LO 4 | Demonstrate an awareness of the global context of higher education and employment. |
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| **Task requirements** | |
| * Written work submitted as part of this assignment should be presented in Arial 12, 1.5 line spacing * The summary must be within the word count range 450-550 words * Other submissions should be submitted in an appropriate format, as agreed with your lecturer. | |
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| **Referencing and research requirements** | |
| Please reference your work according to the Harvard style as defined in *Cite Them Right Online* ([http://www.citethemrightonline.com](http://www.citethemrightonline.com/)). This information is also available in book form: Pears, R. and Shields, G. (2016) *Cite them right: the essential reference guide.* 10th edn. Basingstoke: Palgrave Macmillan. Copies are available via the University library. | |
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| **How your work will be assessed** | |
| Your work will be assessed on the extent to which it demonstrates your achievement of the stated learning outcomes for this assignment (see above) and against other key criteria, as defined in the University’s Foundation Year grading descriptors.  This assignment will be marked according to the grading descriptors for Foundation Level. Assessment Criteria  Information Presentation 30% Analysis and Criticality 35% Written Communication 35% | |
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| **Submission details** | |
| * You are reminded of the University’s regulations on academic misconduct, which can be viewed on the University website: [https://bucks.ac.uk/ data/assets/pdf\_file/0024/9546/Academic-Misconduct-](https://bucks.ac.uk/__data/assets/pdf_file/0024/9546/Academic-Misconduct-Policy.pdf) | |

**Note: The following is not officially part of the assignment brief**

“Dear colleagues, I hope you are well. Please communicate the following to your students regarding the CW1 assignment brief (the "1" in the title is deceptive; it is, in fact, the second assignment, the first one is PR1):

This assignment is about populating a portfolio with min-project workshops. "Mini-project workshops" are the worksheets such as "action plan", "reading log", "Team word task", "questionnaire", "career development plan" "goal-setting", "CV" "skills worksheet" and the like.

Students can include photos of these completed mini-project workshops as evidence (See the brief for what else counts as evidence).

Before the 12 pieces of evidence are provided, the students should write a 500-word answer to the question "how and why have the mini-project workshops contributed towards the development of your employability?" In other words, students are required to build a case for the relevance of their choices that populate the portfolio.

Each piece of evidence should have a 50-60 words reflective summary along with it. The students are required to provide 12 pieces of evidence in total.

Please ignore the following instruction in the CW1 brief: "Create a portfolio using the Blackboard portfolio tool". This is because the BNU Blackboard does not provide this portfolio tool, so the application does not exist. The portfolio must instead be built in a Word document.

Please ignore the instruction saying "... that they should provide a minimum of 1500 words".

You might wonder why I did not update the assignment brief, instead of all this explanation. This is so because the assignment briefs are provided by BNU and we cannot amend the text of the brief.

I hope you find this helpful. Please let me know if you have any questions/concerns/suggestions.

Regards

Taimur”