

ENGINEERING PROGRAMME

BEng / HND / HND Top Up / HNC / Fd

YEAR: 1 Semester: 1 2010-2011

Module: **Personal Development & Ethics (20 credits)**

G Code: **G106771**

Module Tutor: **Dr. Louise Hung**

ASSIGNMENT: **PDE No. 1**

Issue Date: **19.10.10**

Submission Date: **25th January 2011 Tuesday**

ASSESSMENT REQUIREMENTS

This assignment will test the following learning outcomes:

1. Use primary and secondary research methods
2. Apply referencing techniques
3. Present information effectively in a written format
4. Plan and develop personal, academic and career goals

Area	Weighting %
Quality of presentation and written work	10
Appropriate report format and writing style	10
Correct referencing procedure	15
Ability to critically evaluate and reflect on Personal Development Planning (PDP)	20
Completion of self audits, action plan and CV	25
Identification of targets for improvement	20

The written assignment must:

- Use formal report structure and layout and academic writing skills introduced in this module to communicate your findings.
- Include a title page, contents page, appropriate referencing and appendices.
- Be word processed, **double line spaced, Arial 11** and word counted on the text.
- Be **secured** with pages numbered but **not** presented one page per clear wallet.
- Be not more than 3,000 words excluding appendices. Exceeding this word count by +/- 10% will incur an alpha point penalty.

Assignments which are not appropriately secured will be returned, unmarked, and will incur the penalties for late submission.

Plagiarism and Unfair Practice: To be handed in with your assignment:

1. A completed and signed Plagiarism Statement (i.e. detach, complete and sign the final sheet of this document). This will form the front cover sheet of your assignment submission. If this statement is not signed and submitted your assignment will not be marked.
2. Its completion is a requirement of each of the grading criteria.

Assignment 1 Written Analysis

You are required to plan and prioritise your PDP in terms of career prospects and related learning based on the tasks indicated on this page. The course you are embarking upon lays the foundation for a career path as a future engineering professional within which personal development, vocational skills development, a responsibility for learning, and the ability to learn are essential. As a first or second year student on your programme you should reflect upon how you can build and enhance a portfolio of career skills which you can offer a prospective graduate employer. You will need to evaluate and provide **evidence** of:

- Where you are now – where you want to be and how you will get there ?
- Knowledge, Skills, Attitude (KSA) you need to develop to achieve your qualification and employability as a graduate.
- Which areas have seen most progressive change over the 1st semester of year 1

Early ongoing tasks will be:

- a) to complete the relevant self-evaluation audits/questionnaires related to weekly sessions. These are to be inserted in the **appendices** of your report and the information incorporated into your main report.
- b) produce a current Curriculum Vitae (CV) also for insert in the **appendices**

Report is to include following tasks:

1. An analysis of your own current education and training needs explaining why you have chosen your present HE course and what you hope to gain from the qualification. Consider, giving your reasons, in what category you would place your current course - education, training, Continuing Professional Development (CPD), PDP?
2. A personal SWOT Analysis evaluating the information from completed questionnaires in section a) above.
3. How your KSA has developed since the start of this HE course and how you consider it should continue to develop. Make reference to your preferred learning style/styles, the self evaluation questionnaires on current skills and qualities and your study skills audit. Indicate planned actions to build on your strengths and remedy weaknesses.
4. What motivates you in the workplace and your studies? What do *you* desire from a job? What career goals do you hope to attain within 3 years of graduation? Refer to relevant class motivation sheets and those on your mLE.
5. An Action Plan indicating your own goals in terms of short, medium and long-term objectives for the next 5 years. Take into account work experience plans and options and career goals identified in point 4.
6. Conclude by summarising what KSA and experience you can currently offer an employer (highlighted in your CV); what skills you need to improve and develop to become a successful graduate and engineering professional and how you intend to fill the gap between where you are now and where you want to be.

Assignment Grading Criteria

Grade A16-14: High standard, consistently exceeds objectives

- An appropriately completed and signed plagiarism statement.
- High standard and completion of all tasks demonstrating high level of reflection and critical evaluation with highly relevant evidence from self-audits
- Applies all the principles of effective formal written communication
- High standard of grammar, presentation and organisation
- High standard of primary and secondary sources and correct application of Harvard referencing

Grade B13- B11: Commendable standard of work

- An appropriately completed and signed plagiarism statement.
- Most tasks completed to good standard demonstrating good level of reflection and critical evaluation with relevant evidence from self-audits
- Satisfactory formal written communication
- Satisfactory standard of grammar, presentation and organisation
- Evidence of primary and/or secondary sources and applies Harvard referencing

Grade C10 - C8: Proficient standard of work

- An appropriately completed and signed plagiarism statement.
- Most tasks completed to satisfactory standard demonstrating satisfactory level of reflection and critical evaluation with some evidence from self-audits
- Adequate formal written communication
- Standard of grammar, structure, and presentation needs is average
- Some evidence of research with primary and/or secondary sources
- Harvard partly applied

Grade D7 - D5: Marginal performance

- An appropriately completed and signed plagiarism statement.
- Some tasks incomplete and remaining tasks completed to adequate standard demonstrating adequate reflection and evaluation but little relevant evidence from self-audits.
- Formal written communication only adequate
- Standard of grammar, structure, and presentation needs attention
- Little evidence of research with Harvard referencing not applied correctly if at all.

Grade E4- F1: Below minimum requirements

- Failure to complete and sign plagiarism statement.
- Tasks not completed to adequate standard with inadequate reflection and evaluation
- Inability to apply principles of effective formal written communication
- Inadequate standard of grammar, structure, and presentation
- No evidence of research

Plagiarism and Unfair Practice

It is dishonest not to acknowledge the work of other people and you open yourself up to the accusation of plagiarism. All content of this assignment must be your own independent work. No text, code, diagram, or other content (not even a sentence or phrase) should be taken from another source unless this source is referenced. Referenced phrases should be placed in quotes. Each item should be referenced separately.

For more information in respect of plagiarism please refer to the University Assessment Regulations at the following web address:
<http://quality.newport.ac.uk>

Plagiarism Statement

I have read and understood the statement above concerning plagiarism. I confirm that the work attached is my own and that I will follow the College and University Regulations in respect of plagiarism or any other examination offence.

Signed: _____

Print Name: _____

Student ID No: _____

Module: Personal Development and Ethics : G106771

Assignment: Assignment 1 PDP Analysis

Pathway: BEng/HND/HND Top Up/HNC/Fd (state:) _____

Date: _____

Lecturer: Dr. Louise Hung