

## MODULE DESCRIPTOR

<b>TITLE</b>	Events Industry Experience
<b>SI MODULE CODE</b>	44-5977-00S
<b>CREDITS</b>	10
<b>LEVEL</b>	5
<b>JACS CODE</b>	N820
<b>SUBJECT GROUP</b>	Events
<b>DEPARTMENT</b>	Service Sector Management
<b>MODULE LEADER</b>	Dan Woodason

<b>MODULE STUDY HOURS (based on 10 hours per credit)*</b>			
<b>Scheduled Learning and Teaching Activities</b>	<b>Placement (if applicable)</b>	<b>Independent Guided Study</b>	<b>Total Number of Study Hours</b>
<b>18</b>		<b>82</b>	<b>128</b>

### **MODULE AIM**

- For students to acquire relevant work / industry experience enabling them to develop key skills and competencies in preparation for working in the Events and allied sectors
- To develop an awareness of roles, responsibilities and activities of those working in the Events and allied sectors that may / should define future career paths
- To prepare students and research one year placement opportunities by encouraging networking opportunities
- To expand and strengthen students' CVs and potential employability
- To enhance students' application to their final year studies at university

### **MODULE LEARNING OUTCOMES**

By engaging successfully with this module a student will be able to

- Research and critically analyse workplace structures, staff roles, organisational cultures and activities of host organisations(s) in order to ascertain the student's own perspective on future employment
- Undertake a review and reflection of personal performance in the workplace
- Understand and relate academic theory to practice supported by host employers(s) / organisations(s)
- Communicate effectively using established conventions in academic reporting

### **INDICATIVE CONTENT**

- Full justification and explanation of submission requirements
- Examples of previous student work experience
- Ideas and concepts for student exploratory personal research into industry

## **LEARNING, TEACHING AND ASSESSMENT - STRATEGY AND METHODS**

Students will be supported in their learning, to achieve the above outcomes, in the following ways

- Personal enquiry and peer related learning with tutor resource support
- On-line and e-learning research into industry requirements and opportunities including regular use of the 2 Blackboard module sites attributed to this module
- Attending module leader and guest lectures for inspiration and motivation
- Use of tutor lead seminar workshop for constructive mind-mapping
- Personal reflection and feed-forward in tutor one-to-one session(s)

## **ASSESSMENT TASK INFORMATION**

<b>Task No.*</b>	<b>Short Description of Task</b>	<b>SI Code EX/CW/PR</b>	<b>Task Weighting %</b>	<b>Word Count or Exam Duration**</b>	<b>In-module retrieval available</b>
1	Report	CW	100%	2500	Y

## **FEEDBACK**

Students will receive feedback on their performance in the following ways

As the submission deadline is at the end of semester 2 'feed~~BACK~~' on submitted work will be electronic only. The module supports formative 'feed-forward' from student's personal tutors throughout the module and particularly at the one-to-one meeting(s). This formative dialogue is to:

- Encourage dialogue (tutor, peer) and collaboration around learning
- Help clarify what good performance is (goals, criteria, and standards)
- Encourage positive motivational beliefs, confidence and self esteem
- Facilitate the development of self-assessment and reflection in learning
- Deliver high quality information to students about their learning and opportunities
- Provide opportunities to close the gap between current and desired performance

## **LEARNING RESOURCES FOR THIS MODULE (INCLUDING READING LISTS)**

### **Recommended sources**

#### **Opportunities in Events Blackboard site:**

We are regularly contacted by organisations wanting to recruit Industry Experience students. These opportunities will be posted onto this site, once in the module site, click on the 'Opportunities' link from the left hand menu.

#### **Venture Matrix:**

This is an organisation within the University that allows students with entrepreneurial ambitions the chance to work on a range of events that can qualify as events industry experience. There is a link on the Blackboard site.

#### **Books:**

Clarke, J (2007) *The Right Way to Write Your Own CV*, Right Way, repr  
Corfield, R (2006) *Preparing the Perfect CV*, 4th edn. Kogan Page,  
Financial Times/Prentice Hall.  
Foot, M. and Hook, C. (2005) *Introducing Human Resource Management*. 4th Ed. Harlow  
Littleford, David & Halstead, John (2004) *Career Skills*, Palgrave Macmillan: Basingstoke  
McGee, P (2006) *How to Write a Great CV*, 2nd edn., How To Books,  
Perkins, G (2007) *Killer CVs and Hidden Approaches*, 3rd edn. Pearson Books,  
AGCAS list of useful websites <http://www.agcas.org.uk/>  
Making applications booklet - AGCAS\* (also available at [www.prospects.ac.uk](http://www.prospects.ac.uk) Jobs and Work  
section)

#### **Internet sources:**

The resources included below provide you with an indication of the wealth of information available online; please be aware employment advice varies considerably and the ultimate choice is yours, use your support tutor to discuss your personal options.

#### **The 'OPPORTUNITIES IN EVENTS' Blackboard site is a key resource for viewing vacancies and checking for info**

<http://www.windmillsonline.co.uk/interactive/index.html> - Windmills Online is a range of activities aimed at helping you to think about what you want to do and how you might get there.  
Key Skills Online - via Learning Support tab on Blackboard - interactive package including employability skills, career management (example CVs, guidance on covering letters and more)

<http://careerscentral.shu.ac.uk/you/>

<http://www.prospects.ac.uk/careers.htm> - the UK's leading provider of information, advice and opportunities to students and graduates

<http://www.guardian.co.uk/money/2009/oct/10/cv-clinic-event-assistant> - Guardian website reviewing an Events student's CV and offering a makeover

## SECTION 2 MODULE INFORMATION FOR STAFF ONLY

### MODULE DELIVERY AND ASSESSMENT MANAGEMENT INFORMATION

#### MODULE STATUS - INDICATE IF ANY CHANGES BEING MADE

NEW MODULE	N
EXISTING MODULE - NO CHANGE	N
Title Change	N
Level Change	N
Credit Change	N
Assessment Pattern Change	Y
Change to Delivery Pattern	Y
Date the changes (or new module) will be implemented	04/2014

**MODULE DELIVERY PATTERN** - Give details of the start and end dates for each module. If the course has more than one intake, for example, September and January, please give details of the module start and end dates for each intake.

	Module Begins	Module Ends
Course Intake 1	April 2014	July 2014
Course Intake 2	DD/MM/YYYY	DD/MM/YYYY
Course Intake 3	DD/MM/YYYY	DD/MM/YYYY

Is timetabled contact time required for this module?	Y
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Are any staff teaching on this module non-SHU employees?	Y
If yes, please give details of the employer institution(s) below	

What proportion of the module is taught by these non-SHU staff, expressed as a percentage?	43
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#### MODULE ASSESSMENT INFORMATION

Indicate how the module will be marked	
*Overall PERCENTAGE Mark of 40%	Y
*Overall PASS / FAIL Grade	N

\*Choose one only – module cannot include both percentage mark and pass/fail graded tasks

#### SUB-TASKS

Will any sub-tasks (activities) be used as part of the assessment strategy for this module?	N
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If sub-tasks / activities are to be used this must be approved within the Faculty prior to approval. Sub-task / activity marks will be recorded locally and extenuating circumstances, extensions, referrals and deferrals will not apply to sub-tasks / activities.

#### FINAL TASK

According to the Assessment Information shown in the Module Descriptor, which task will be the LAST TASK to be taken or handed-in? (Give task number as shown in the Assessment Information Grid in Section 1 of the Descriptor)	Task No. 1
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#### NON-STANDARD ASSESSMENT PATTERNS

MARK 'X' IN BOX IF MODULE ASSESSMENT PATTERN IS NON STANDARD, eg MODEL B, ALL TASKS MUST BE PASSED AT 40%.	
NB: Non-standard assessment patterns are subject to faculty agreement and approval by Registry Services - see guidance. notes.	