6G5Z1108

Professional Development

Unit Handbook

2020/21

1. Unit Staff

The Professional Development Team are all involved in the delivery of the unit, and their details are included below. If you have any urgent or immediate questions about the unit, please use the Professional Development Teams area, or contact **Matthew Crossley**, the unit leader. If you have specific questions relating to your project, please contact **your tutor**. The name of your tutor can be found on your timetable, attached to your mid-week session (labelled 'Seminar').

Please note that the unit staff list is provisional up until the commencement of the unit's delivery and may change subject to staff availability. Your timetable will indicate who is responsible for your individual sessions and will be updated accordingly.

Name	Contact E-mail Address	Unit Role
Sandra Brooks	s.a.brooks@mmu.ac.uk	Unit Tutor
Anthony Bukowski	a.bukowski@mmu.ac.uk	Unit Tutor
Matthew Crossley	m.crossley@mmu.ac.uk	Unit Leader & Unit Tutor
Simon Ladds	simon.ladds@mmu.ac.uk	Unit Tutor
Nabeel Masih	n.masih@mmu.ac.uk	Unit Tutor

2. Rationale

Professional Development is an exciting opportunity for you to engage with your chosen course, and to better understand what it means to be a professional in your industry - and to develop yourself in readiness for a placement opportunity, or a graduate job, in your field.

As part of this unit, you will undertake a group project. You will have the opportunity to work on a project specific to your course, where you are expected to manage a deliverable from start to finish, in a small team. Linked to your project, you will need to explore the legal, ethical, professional, and social issues surrounding your targeted field.

Your journey towards becoming a professional may begin here but will continue beyond this unit. The intention is to help you on your way to developing your ability to reflect, to learn, and to engage, and hopefully work towards becoming lifelong learners fully immersed in the professional field of your choosing.

This unit builds on the fundamental skills you developed in all the units from your first year and your second year so far, and you will find yourself experiencing learning opportunities of your own devising, that are targeted specifically at your interests.

3. Course Aims and Outcomes

a. Aims

The aim of this unit is to encourage you to understand what it means to be a professional in a field of your choosing, related to your choice of degree. In doing this, you will need to develop your understanding of legal, ethical, social and professional issues in your targeted profession, and better immerse yourself in the professional world you intend to become part of in the future.

Through Professional Development, you will have the opportunity to bring information and ideas together from different topics, to produce a coherent project in a group. You will be required to apply what you have learnt from your first year and what you have learnt so far in your second year, as well as demonstrate that you are mastering transferable skills such as communication, team working, and research skills.

We hope that through Professional Development you find new interests within your field, develop your old interests further, and become more familiar with the expectations of a future graduate in your chosen degree pathway. The culmination of the unit allows you to feel confident when talking about your subject, approaching new problems in your domain, and when considering and applying for placement opportunities and graduate jobs in your area.

b. Specific Learning Outcomes

On successful completion of this unit, students will be able to…

1. Identify, develop and critically reflect on your own engagement with professional development, confidently apply for professional job roles in their subject area, and develop their professional development plans (PDP).
2. Identify and apply professional codes of conduct held by professional bodies.
3. Discuss and critically review how legal, ethical, social, environment and computer security considerations inform the work of an IT professional.
4. Evaluate and apply a pathway complementary range of current and emerging tools, methodologies and techniques that a professional in their degree pathway would use to plan, analyse and develop solutions to problems in their industries.

4. Format and Procedures

This unit consists of six weeks of scheduled teaching activities plus a seventh assessment week during which you are expected to prepare and submit your summatively assessed work. Each week has a blend of activities, including webinars and seminars. The day, time and location of these sessions can be found on your timetable, which is accessed through the MyMMU website[1].

It is expected that you will attend **all** your online sessions, and where these take place, your own campus sessions wherever reasonably possible. If you need help, you should contact one of the tutors **as soon as possible**.

Where provided, it is expected that you participate in the asynchronous teaching activities, for example offline lecture recordings and highlighted weekly reading, and use these independent learning activities as a springboard for building and developing your own ideas and thinking around each weekly topic.

Sessions may be participatory, in that you may be required to offer answers to questions posed by the lecturer/laboratory supervisor or take part in individual/group tasks or quizzes. Participation in these activities encourages learning and helps to create an environment in which active learning can take place. It is important that you, as learners, are comfortable, and know that you can ask questions both in, and outside of, the timetabled sessions, to support and further your learning. If you are uncomfortable with this, please approach your tutor to discuss how your learning needs can best be accommodated.

5. Our Assumptions

Each student studying Professional Development has successfully completed their first year of study, and as such, we assume that students bring to the unit a broad range of skills and abilities from the combination of units they have studied on their particular pathway.

You will be expected to demonstrate that you are able to solve problems, develop creative solutions or products, and produce written work to a university-level standard throughout Professional Development. If you need support with your writing, it is important that you make yourself aware of the support mechanisms available within the university (for example, the Student Support Officers, the Writing Project, and any available drop-ins), the details of which will be available on Moodle.

We assume that students will spend upwards of thirty hours per week on self-directed study for this unit and would encourage students to adopt a "9 to 5" working pattern where possible. As you develop your group projects, you will find that you are using your contact time primarily for meetings with your other group members and your tutor, and you will need to actively develop your project work outside of your allocated laboratory timetable. You may, and should, opt to use some of your self-directed study time to consider attending extra-curricular activities, such as webinars offered by groups external to the university in subjects that interest you.

You will hopefully find yourself becoming more immersed in your specific field throughout Professional Development, and you should speak to your tutor if you are having difficulties finding a way to work between class times. You may wish to find websites specific to your field that promote news articles,

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[1] http://my.mmu.ac.uk

blogs, recent developments, and discussion, to help keep yourself abreast of the latest goings-on in your area.

6. Course Requirements

To pass this unit successfully, you will need to demonstrate that you have met all the Specific Learning Outcomes (Section 3b). To be assessed in these, you will complete **one** piece of coursework (1CWK100), worth 100% of the unit's final mark. To review the requirements for passing an individual unit, or your year, please check the university's assessment regulations.

To complete the coursework, you will need to work with a team of students to complete a group project in an area related to your degree programme. You will need to produce a series of deliverables: A video showcase of your project, and a technical report, outlining the project's chief functionality, and a breakdown of who completed what. You will also need to complete an individual reflection, encouraging you to think about the way that you have developed over the course of the unit.

It is important that you read the coursework specifications, detailed separately and available on Moodle, thoroughly, and discuss with your tutor any questions you have regarding the specification. The requirements of the coursework task will be explained in the introductory session. Subsequent support for the coursework will be ongoing throughout the block, including opportunities for ongoing feedback, checkpoints and continued encouragement to develop your assessment work throughout the block.

7. Academic Integrity

Each student in this course is expected to abide by the Manchester Metropolitan University student Code of Conduct[2]. Any work submitted by a student in this course for academic credit will be the student's own work.

You are encouraged to study together and to discuss information and concepts covered in lectures with other students. You can give "consulting" help or receive "consulting" help from such students. However, this permissible cooperation should never involve one student having possession of a copy of all, or part of, work done by someone else, in any form.

Issues of suspected copying will be treated as plagiarism, using the university's assessment regulations and procedures for handling academic misconduct, available from the Manchester Metropolitan University website (http://www.mmu.ac.uk/academic/casqe/regulations/assessment-regulations.php).

8. Accommodations for Students with Disabilities

In compliance with Manchester Metropolitan University policy and equal access laws, we are available to discuss appropriate academic accommodations that may be required for students with disabilities. Requests for academic accommodations should be made as soon as possible, so that arrangements can be made. Students are encouraged to register with Disability Services[3] to verify their eligibility for appropriate accommodations.

9. Inclusivity Statement

We understand that our students represent a rich variety of backgrounds and perspectives. The Computing and Digital Technology Network is committed to providing an atmosphere for learning that respects diversity. While working together to build this community, we ask all members to:

- Share their unique experiences, values and beliefs
- Be open to the views of others
- Honour the uniqueness of their colleagues
- Appreciate the opportunity that we have to learn from others in this community
- Value each other's opinions and communicate in a respectful manner
- Keep confidential discussions that the community has of a personal (or professional) nature
- Use this opportunity together to discuss ways in which we create an inclusive environment in this course and across Manchester Metropolitan University

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[2] Available from the Manchester Metropolitan University website, http://www.mmu.ac.uk/

[3] http://www.mmu.ac.uk/sas/studentservices/learner-development/