

# Coursework Brief

***Academic Year 2017-18***

<b>Module:</b>	<b>CEBE Level Up 2017/18</b>	
<b>Assessment Title:</b>	Your Transition into Higher Education at Birmingham City University.	
<b>Assessment Identifier:</b>	<b>LUCW001</b>	Weighting: 100%
<b>School:</b>	Faculty Wide	
<b>Module Co-ordinator:</b>	Wil Vincent	
<b>Hand in deadline date:</b>	Wednesday 20 <sup>th</sup> of September 2017 at 12:00 pm	
<b>Hand back date:</b>		
<b>NOTE:</b>	<p>You will not receive a formal mark for this piece of work, and there are no pass / fail implications.</p> <p>This work aims to form the focus for your first personal tutor meeting during Welcome Week.</p>	
<b>Assessment Summary</b>	<p>You are required to produce a 750-1500 word report, which outlines your personal development goals and an understanding of you aim to make the most out of your time as a student whilst you are at Birmingham City University.</p> <p><b><i>There is no set template for producing this piece of work, however, there is an expectation to utilise professional layouts, and effective spelling, punctuation and grammar.</i></b></p>	

## **IMPORTANT STATEMENTS**

### ***Cheating and Plagiarism***

Both cheating and plagiarism are totally unacceptable and the University maintains a strict policy against them. It is YOUR responsibility to be aware of this policy and to act accordingly. Please refer to the Academic Registry Guidance at

<https://icity.bcu.ac.uk/Academic-Registry/Information-for-Students/Assessment/Avoiding-Allegations-of-Cheating>

The basic principles are:

- Don't pass off anyone else's work as your own, including work from "essay banks". This is plagiarism and is viewed extremely seriously by the University.
- Don't submit a piece of work in whole or in part that has already been submitted for assessment elsewhere. This is called duplication and, like plagiarism, is viewed extremely seriously by the University.
- Always acknowledge all of the sources that you have used in your coursework assignment or project.
- If you are using the exact words of another person, always put them in quotation marks.
- Check that you know whether the coursework is to be produced individually or whether you can work with others.
- If you are doing group work, be sure about what you are supposed to do on your own.
- Never make up or falsify data to prove your point.
- Never allow others to copy your work.
- Never lend disks, memory sticks or copies of your coursework to any other student at the University; this may lead you being accused of collusion.

By submitting coursework, either physically or electronically, you are confirming that it is your own work (or, in the case of a group submission, that it is the result of joint work undertaken by members of the group that you represent) and that you have read and understood the University's guidance on plagiarism and cheating.

Students should be aware that, at the discretion of the module co-ordinator, coursework may be submitted to an electronic detection system in order to help ascertain if any plagiarised material is present.

### ***Electronic Submission of Work***

Students should also be aware that it is their responsibility to ensure that work submitted in electronic format can be opened on a faculty computer and to check that any electronic submissions have been successfully uploaded. If it cannot be opened it will not be marked. Any required file formats will be specified in the assignment brief and failure to comply with these submission requirements will result in work not being marked.

Students must retain a copy of all electronic work they have submitted and resubmit if requested.

### **Assessment Details:**

This piece of work forms the basis for your first group Personal Tutor meeting during Welcome Week. As well as providing your personal tutor and tutor group with the opportunity to get to know you better, it also allows you to solidify your goals in life and as a Birmingham City University student.

In order to complete this task, you will first need to complete a potential.ly profile. This is designed to help you discover your personal strengths and unique attributes so you can be at your best and achieve your potential. It is not designed to be a test and will ensure that you and your personal tutor can work together to develop effective learning styles that work for you along your studies.

You can complete your potential.ly profile at <https://bcu.potential.ly/> . You will need to log in with your university network ID and email address in order to do so. The profile takes about 15 minutes to complete, and you will be able to view/share your result immediately following completion.

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You are required to produce a 750-1500 word report, which outlines your personal development goals and an understanding of you aim to make the most out of your time as a student whilst you are at Birmingham City University.

This report should include the following (order is irrelevant as long as you follow a structure):

- A discussion of why you chose to study at BCU, along with your current career ambitions.
- A discussion of how, whilst you are at BCU you will work towards your objectives, including consideration of any existing student facilities at BCU that can help you achieve these.
- A SMART action plan for personal development for your first year of university study. This should include any information and support needed to complete your goals.

There is no set template for producing this piece of work, however, there is an expectation to utilise professional layouts, and effective spelling, punctuation and grammar, as well as correct Harvard Referencing when you use any information that is not your own.. These core expectations should be reflected in any work that you produce whilst a student at BCU.

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### **Additional Information**

You are advised to reflect on your previous experiences as well as the ones that you anticipate having whilst at BCU, forming connections between your academic and personal journeys to date, and where you hope to be once you have completed your studies.

### **Support & Development Services at BCU**

When producing this piece of work, it may be useful for you to consider the range of support services available within BCU to assist you academically and in terms of supporting personal development. For example:

**iASK:** The University's integrated support and advice system

**Graduate+**

The University's extra-curricular & development award's programme. It is designed to identify and reflect on what you do so that you can promote yourself with confidence.

**The Student's Union**

For sports teams, societies, groups, democracy, representation and advice services whilst you are a BCU student.

**Centre of Academic Success**

For advice and support on academic development whilst you are a BCU Student, providing support on academic writing, literacy, numeracy, and academic skills support.

**Referencing**

Whenever you use someone's work that is not your own, you should ensure that you reference it appropriately.

At BCU, we use the Harvard style of referencing. You will be expected to use this throughout the course of your studies, so it's a good idea to get into the habit of doing so now! You can watch our [introduction to referencing video](#) for further information, learn more about [general reference types](#), or how to [include references in your work](#). There's also [more information](#) on the iCity portal, including detailed guides.

**SMART Action Plans**

SMART stands for **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-Bound).

When creating action plans for personal development, you should ensure that your actions are SMART. This will help you attain a clearer picture not just of what it is you want to achieve, but also how you will get to the point of completing each action. By reviewing regularly, a SMART action plan can also help you stay motivated throughout the course of your studies, and also gets you into habits expected in industry.

### Submission Details:

*This work should be submitted through the [CEBE Success Moodle Page](#). You will be registered onto this no later than the 15<sup>th</sup> September 2017, however if you cannot gain access, please email [CEBESuccess@bcu.ac.uk](mailto:CEBESuccess@bcu.ac.uk), and we can investigate for you.*

*Work should be submitted in a **.doc/docx format (Microsoft Word)**. In the event that you use a non-Microsoft office product, you should be able to save a copy of your submission in a .doc format by using the 'Save As' function. Remember that once you are enrolled as a BCU student you get a free version of Microsoft Office by logging into your student email, and clicking the Office 365 button.*

### Feedback:

You will not receive a formal mark for this piece of work, and there are no pass / fail implications. This work will instead form the focus for your first personal tutor meeting during Welcome Week, which is your opportunity to receive individual guidance and support at various points of your academic journey at BCU.

All students have a nominated personal tutor. Personal tutoring plays an important part in supporting you during your university experience. Your personal tutor can be contacted for general support and advice and can be found from the Your Course page on iCity.

Whilst personal tutors are not necessarily experts in your chosen subject areas, they are committed to supporting your learning and wellbeing whilst you are at BCU. They'll try to ensure that you're able to access the right academic or other help and support when you need it – if they don't know the answer they will help you find out or signpost you to the right place.

This will likely be the first contact you will have with your personal tutor, and remember, first impressions count!