

Pre-Arrival Task-Coursework Brief

***Academic Year 2018/19***

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| **Module:** | **CEBE Level Up 2018/19** | |
| **Assessment Title:** | Achieving Life Goals Through Birmingham City University | |
| **Assessment Identifier:** | **LUCW001** | Weighting: 100% |
| **School:** | Faculty Wide | |
| **Module Co-ordinator:** | Liam Matthews-Dibbins | |
| **Hand in deadline date:** | Monday 17th of September 2018 at 12:00 pm | |
| **Hand back date:** | Monday 15th of October 2018 at 12:00 | |
| **NOTE:** | You will not receive a formal mark for this piece of work, and there are no pass/fail implications.  This work aims to form the focus for your first personal tutor meeting during Welcome Week and afterwards to determine whether any support is needed from the very start of the academic year. | |
| **Assessment Summary** | *You are required to produce an academic report of minimum 500 words to maximum 750 words in which you summarise your life goals and how Birmingham City University can help you achieve that in the next 3 to 4 years.*  *Important note to consider:*  *Your life goal encompasses not only your academic achievements but career, practical skills, social networking, financial status, personality development, emotional intelligence and professional knowledge. All of which can be enhanced through extracurricular activities alongside your course. These activities are crucial for your success.*    ***There is a loose template for producing this piece of work and a couple of research hints (see below).***  ***There is an expectation to utilise professional layouts, and effective spelling, punctuation and grammar as you will be required to on any academic report from now on.*** | |

**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.

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| **Assessment Details:**  *This piece of work forms the basis for your first Personal Tutor (PT) meeting during Welcome Week. As well as providing your PT the opportunity to get to know you and your ambitions better, it also allows us to identify whether you require any support to make the transition to higher education in a timely manner without affecting your grades. This way we ensure you will make the most out of your life 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/*](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.*  *You are required to produce a 500-750 word report, which outlines your life goals for the next 3-4 years and a clear path of how to gain most of the necessary elements while you are at Birmingham City University.*  Important note to consider:  Your life goal encompasses not only your academic achievements but career, practical skills, social networking, financial status, personality development, emotional intelligence and professional knowledge. All of which can be enhanced through extracurricular activities alongside your course. Those activities are crucial for your success*.*  *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.*  *There is a loose structure and content to follow (see below) for producing this piece of work and there is an expectation to utilise professional layouts, and effective spelling, punctuation and grammar. These core expectations should be reflected in any work that you produce whilst a student at BCU.*  *Report structure loose template:*  **Title Page:**  BCU official logo as seen below:    **Report Title**  Student Name: Student ID:  Date:  **Contents Page:**  1. Content X …………………………………………………………………………..pg. 2  2. Content Y …………………………………………………………………………..pg. 3  3. Content Z …....……………………………………………………………………..pg. 6  Etc.  Word count: (Here you insert the total number of words used from the Introduction section to Conclusion excluding words contained in tables)  **1. Introduction**  1.1 Aim:  (Summarise the aim of this assignment in one sentence.)  1.2 Objectives:   * X * Y * Z   (In 3 to 4 bullet points point out the steps you will take to achieve the aim)  Tip! Why not try to use Bloom’s Taxonomy?  **2. Description**  This is where the bulk of your report will be. You can have a few subtitles in order to organise your report.  1.1 Objective X  1.2 Objective Y  1.3 Objective Z  This section should include the following (Order is irrelevant as long as it’s organised in a logical manner):   * Briefly describe your life goal for the next 3 to 4 years. * Briefly showcase your Potentia.ly profile and findings ([*https://bcu.potential.ly/)*](https://bcu.potential.ly/)) * Include a screenshot of your Potentia.ly summarised review and reference it accordingly (our Harvard Reference guide can be found on <https://www.bcu.ac.uk/computing-engineering-and-the-built-environment/level-up/pre-arrival-task/harvard-referencing>) * The results of your research into the extracurricular activities at BCU, and how they can help you achieve your goals. Important places to start your research would be: Graduate+, OpportUNIty (jobs on campus), Students Union (BCUSU), Personal Tutors, CEBE International Student Buddies, iAsk, Student Success Advisors, Innovation Fest, Engineering Fest, Formula Student, Centre for Academic Success etc.   You can always email [CEBESuccess@bcu.ac.uk](mailto:CEBESuccess@bcu.ac.uk) for further information if you don’t get what you are looking for but this should be used as a last resort.   * In terms of how these extracurricular activities, you can consider using SMART goals (Specific, Measurable, Action-orientated, Realistic, Time-based)   Tip! You are getting near your maximum word count? Make a table of comparing different extracurricular activities with SMART goals in columns. Remember, any text within a table is not considered towards your total word count. Just ensure you do not abuse this trick.   * Do include a direct quote that is properly referenced * Do include an in-text reference   **3. Conclusion**  Outline your findings and best methodology to achieve your life goals.  **4. Future Work** (Optional)  Briefly state what else you would further look into trying while at BCU but did not have the resources or time to investigate for this report.  **5. References**  In BCU we only use Harvard Referencing. Please follow the instructions on the provided Harvard Referencing guides.  Don’t forget to write your reference list in alphabetical order!  **6. Bibliography**  Any extra material researched but not included in your work can be presented here. |

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| **Submission Details:**  **Format**: Work should be submitted in a **.doc/.docx or .pdf format.**  Remember that once you are enrolled as a BCU student you get a free version of Microsoft Office 365. Follow this link for more information: <https://icity.bcu.ac.uk/IT/Students/Email>.  **Submission Point**: Please submit your work in an email to [**CEBESuccess@bcu.ac.uk**](mailto:CEBESuccess@bcu.ac.uk) |

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| **Feedback:**  You will **not** receive a formal mark for this piece of work, and there are no pass/fail implications. However, this work may be used as the focus of your first Personal Tutor (PT) 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 (PT). Personal tutoring plays a crucial part in supporting you during your university life. Your PT can be contacted for general support and advice and can be found under the ‘Your Course’ tab on your iCity page.  Whilst PTs 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! |