# **Guidance for Writing Module Outlines**

Module outlines are a significant reference point for students. It is important that they contain relevant information in a manner that makes engagement with the module straightforward and efficient. **This document is designed as guidance and is not intended to be prescriptive,** although it is a requirement to inform students of certain elements of the module. **Any compulsory content is indicated in red.**

# **1. Introduction**

This should cover the main **themes of the module** and outline its **aims**. It should also include the **intended learning outcomes**. You could consider outlining the learning and teaching approaches that you will take, their rationale and any relevant student behaviours that you are hoping to generate. In addition to this ‘academic description’ you may want to consider including, early on in your outline, some domestic issues such as:

* Your **contact details**, and when and how you prefer to be contacted.
* How to arrange a **tutorial session**.
* Pointers to relevant **student support services** and guides, e.g.: writer in residence, Disability and Dyslexia Service, reference guides, study skills web pages.
* Links to the **student SOLE page** and to the relevant **Blackboard pages.**
* **What’s new for this year?** This can illustrate new modules and changes made as a result of student feedback.

# **2. Programme**

It would be useful to includedates, week numbers, times and session synopses which could also indicate preparation activities, e.g. specific directed reading. It is also useful to include assessment deadlines, Worcester week dates, etc., where applicable.

**Please do not include room numbers as these are subject to change.**

Please add the following statement:

***Room information*: *Students are advised to check room details on the*** [***Live Timetable System link***](https://ext-webapp-01.worc.ac.uk/cgi-bin/timetabling/web_timetable.pl) ***on the UW website Student portal.***

***Should on occasion class cancellations be necessary, notifications will be made in accordance with the Class Cancellation Policy, which can be found*** [***here***](http://www.worcester.ac.uk/registryservices/documents/classcancellationpolicy.pdf)***.***

# **3. Assessment**

You should include a description of the module’s assessment(s), which may include the specific assignment questions and briefing (depending on whether the course team has decided to publish this in module outlines, or via Blackboard according to a schedule).  Information should include:

* the type of assessment(s) and a description, including % weightings and word counts as relevant
* the learning outcomes each assessment item is testing
* whether marking of the assignment is anonymous
* assessment criteria and grade descriptors (which may be specific to the assignment or type of assignment)
* the submission date and arrangements for submission (e.g. via Turnitin/Blackboard/SOLE) and the date feedback will be available
* reference to academic integrity/referencing etc and indication of where/how students can get help

# **4. Attendance**

Reference should be made in the Course Handbooks to the University’s Student Attendance Policy. If you wish to, you can also include this link in the Module Outline.  
<https://www2.worc.ac.uk/registryservices/documents/Student_Attendance_Policy_July_2018.pdf>

Penalties for non-attendance are not normally permitted unless for specifically approved professional body requirements. Where these apply, they must be agreed as a [variation to the regulations](https://www2.worc.ac.uk/aqu/documents/CAP_Form_9_-_Variation_to_Regulation.docx) as part of the approval process and documented in Section 19 of the programme specification.

# **5. Reading and resources**

You should include an indication of any specific resources that students need to have access to. This is particularly important if you are expecting students to use an item of software or are recommending through the reading list that they purchase a particular text.

Reading and resource lists should be made available through **Resource Lists (Talis Aspire)**\* <http://resourcelists.worc.ac.uk> rather than listed in full in the module outline, so please use the following wording:

***The resource list for this module can be accessed at*** [***http://resourcelists.worc.ac.uk/search.html?q=xxxx1234***](http://resourcelists.worc.ac.uk/search.html?q=xxxx1234)

**Module leaders** **to add the module code in place of xxxx1234)**

The principle of identifying Recommended for Purchase (previously Set Texts), Essential Reading and Further Reading through Resource Lists remains, and guidance on the categories is available from the grid below. Please remember to check that the reading that you are recommending is accessible to disabled students. It is more effective, particularly for Level 4 students, to give specific reading activities that are linked to module sessions.

*\* For directly funded courses* ***ONLY****,* ***where Resource Lists is not available****, please continue to provide details of Recommended for Purchase Texts, Essential Reading and Further Reading in the module outline in the format provided below:*

|  |  |
| --- | --- |
| **Recommended for Purchase** | A title that students are expected to purchase (usually one per module).  Please omit this section if there is no text recommended for purchase. |
| **Essential Reading** | Reading that is expected or required of all students. This should not exceed a dozen or so works. Where possible this should be made available electronically to improve access. Include e-journal articles, e-books, digitised books chapters or print journal articles, and websites where appropriate. Bibliographic layout should adhere to University referencing guidelines. |
| **Further Reading** | Reading that is desirable in that it expands knowledge or understanding of a subject. |

# **6. Feedback**

You should include a statement of how feedback on the module will be collected, with a summary of feedback from the previous module and how this was acted upon.

# **7. Referencing**

Please add the following statement and amend as necessary to specify which referencing style students should use for this module (e.g. Harvard, MHRA, Vancouver, APA, OSCOLA):

***The latest guidance and policy relating to referencing at the University of Worcester is*** ***available at*** [***http://library.worc.ac.uk/guides/study-skills/referencing***](http://library.worc.ac.uk/guides/study-skills/referencing)***.***

***Students studying this module are advised to use the ……. style of referencing.***

# **8. Library and IT Services**

This section could include:

* The hyperlink for Library Services <http://library.worc.ac.uk>
* Support and advice for students and staff
* How to renew or return library books
* Using other libraries
* ICT Services

Please note the URL for Library Services is <http://library.worc.ac.uk>, though redirects are set up for [www.worc.ac.uk/library](http://www.worc.ac.uk/library).

# **Examples of layout**

Two previous examples of layout and content of modules are shown below **for guidance purposes only** – there is no prescribed layout.

**However, please do not include room numbers** as these may be subject to change. Students should be advised to check room details on the [Live Timetable System link](https://ext-webapp-01.worc.ac.uk/cgi-bin/timetabling/web_timetable.pl) on the UW website.

 