

BA French and Management Studies
For students entering Part 1 in 2008/9

UCAS code: NR21

Awarding Institution:	University of Reading
Teaching Institution:	University of Reading
Relevant QAA subject Benchmarking group(s):	Languages and Related Studies, General Business and Management.
Faculty:	Arts and Humanities Faculty
Programme length:	4 years
Date of specification:	15/Mar/2011
Programme Director:	Prof Françoise Le Saux
Programme Advisor:	Dr Lucy Newton
Board of Studies:	Modern Languages and European Studies
Accreditation:	

Summary of programme aims

The programme in French and Management Studies seeks to develop students' intellectual potential and understanding of French language and culture (module choices include aspects of language, literature, politics, theatre, cinema and history) in conjunction with the development of a range of key functional aspects of business and management.

Transferable skills

During the course of their studies at Reading, all students will be expected to enhance their academic and personal transferable skills in line with the University's Strategy for Learning and Teaching. In following this programme, students will have had the opportunity to develop such skills, in particular relating to communication, interpersonal skills, learning skills, numeracy, self-management, use of IT and problem-solving and will have been encouraged to further develop and enhance the full set of skills through a variety of opportunities available outside their curriculum.

Students will develop their abilities to deal with intellectual problems effectively by locating information, assessing it critically, communicating independent points of view logically and clearly (both orally and in writing), and substantiating opinions with evidence; the year abroad provides particularly good opportunities for developing increased (inter-)cultural awareness and self-reliance.

Programme content

The programme which follows states which modules must be taken (the compulsory part), together with information about modules from which the student must make a selection (the optional modules). Not all modules will necessarily be available every year. Admission to modules will be at the discretion of the programme Director.

Students must choose such additional modules as they wish, in consultation with their Personal Tutor, to make 120 credits in each Part.

Part 1 (three terms)

Compulsory modules

EC104	Economics For Managers	20	C
EC1F5	Introductory Quantitative Techniques	20	C
MM1F4	Introduction to Management	20	C

Students must take 40 credits in French and 80 credits in Management.

Either:

Advanced French

Compulsory modules

FR101 Advanced French Language 20 C

and either

FR103 Contemporary France: History, Politics, Literature 20 C or

FR104 French Cinema 20 C

Or:

Intermediate French

Compulsory modules

FR102 Intermediate French Language 20 C

and either

FR103 Contemporary France: History, Politics, Literature 20 C or

FR104 French Cinema 20 C

Either

MM1F10 Student Enterprise 20 C

or

MM1F2 Introductory Financial Accounting (compulsory at part 2 if not taken at part 1) 20 C

Part 2 (three terms)

Compulsory modules

<i>Mod Code</i>	<i>Module Title</i>	<i>Credits</i>	<i>Level</i>
FR201	French Language	20	I
FR2MAN	French for Managers	20	I
MM217	Introduction to International Business & Management	20	I
MM256	Management Skills	20	I
ML2CMS	Career Management Skills	5	I

Students must take 60 credits in French and 60 credits in Management.

Optional module

Students must choose ONE option module to the value of 20 credits. A complete list of options is available from the Programme Coordinator, and a list of current options can be found in the relevant Departmental Handbook.

Optional module

MM1F2 Introductory Financial Accounting (if not taken at part 1) 20 C

Otherwise optional modules in Management available at part 2 to total 20 credits. Students must choose ONE 20-credit option module. A complete list is available from the Programme Director, and a list of current options can be found in the relevant School Handbook. There is no guarantee that every option module will be available in any given year. New option modules may also be added.

Year abroad/Year away/Additional year (three terms)

Compulsory modules

<i>Mod Code</i>	<i>Module Title</i>	<i>Credits</i>	<i>Level</i>
MM353P	Business Project (French and Management, German and Management, Italian and Management)	40	H
FR3Y02	Oral in French	40	H

Optional module

Either

FR2Y31 University study abroad 40 I

Or

FR2Y33 Work placement abroad 40 I

Part 3 (three terms)

Compulsory modules

<i>Mod Code</i>	<i>Module Title</i>	<i>Credits</i>	<i>Level</i>
FR303	Advanced French Language Skills	20	H
FR3MAN	French For Managers	20	H

Optional module

Students must choose ONE option module to the value of 20 credits. A complete list of options is available from the Programme Coordinator, and a list of current options can be found in the relevant Departmental Handbook.

Students must take 60 credits in French and 60 credits in Management

(NB: In those programmes where the taking of 20 credits outside the main programme is permitted, no IWLP Level 1 Romance Language, or a Beginners' Latin, module, can be taken for credit by any Language finalist)

In Management

Optional modules: students must choose modules to total 60 credits. Students must choose THREE 20-credit modules. A complete list is available from the Programme Director, and a list of current options can be found in the relevant School Handbook. There is no guarantee that every option module will be available in any given year. New modules may also be added.

Modules typically, but not exclusively, cover: Strategic Management, Comparative International Management, International Marketing, Business Ethics, Finance and E-Business. Some modules have I-level pre-requisites.

Optional module

Students must choose ONE option module to the value of 20 credits. A complete list of options is available from the Programme Coordinator, and a list of current options can be found in the relevant Departmental Handbook.

Progression requirements

To proceed from Part 1 to Part 2, or from Part 2 to the Year Abroad students must have obtained an overall average of 40 % in the 120 credits in the Examination as a whole, and achieved not less than 30% in any module except that marks of less than 30% in a total of 20 credits may be condoned.

In addition, in Parts 1 and 2, students must have obtained a mark of at least 40% in their compulsory French modules and 40% in the Introductory Management module (Part 1) and their compulsory Management module (Part 2).

To proceed from Part 1 to Part 2, or from Part 2 to the Year Abroad students must have obtained an overall average of 40 % in the 120 credits in the Examination as a whole, and achieved not less than 30% in any module except that marks of less than 30% in a total of 20 credits may be condoned.

In addition, in Parts 1 and 2, students must have obtained a mark of at least 40% in their compulsory French modules and 40% in the Introductory Management module (Part 1) and their compulsory Management module (Part 2).

To proceed from Year Abroad to Part 3, students must satisfy the examiners that they have completed an approved programme of study or employment in a French-speaking country.

In the final assessment, the weighting ratio between modules taken during Year 2, modules taken during the Year Abroad, and modules taken during Part 3 is 2: 3: 4. Thus modules taken during Year 2 count for 22.2% of the total credit weighting, modules taken during the Year Abroad count for 33.3% of the total credit weighting, and modules taken during Part 3 count for 44.4% of the total credit weighting.

Summary of Teaching and Assessment

In French

In French, FR103 is taught by lecture to the entire year group accompanied by small-group teaching in seminars. FR104 is taught by lecture with integrated group and pair work. The structure of the content modules in Parts 2 and 3 allows for classes normally of no more than 12 students. These classes will normally be conducted through a combination of lecture and seminar discussions. All language teaching is based on work in groups of no more than 15 students except for the grammar component of FR201 which is taught by a mix of lecture to the entire year group and supplementary internet material for student self-access. Part 1, Part 2 and Part 3 modules are assessed by coursework and/or formal examination. The Year Abroad French Oral is examined in the Autumn Term of Part 3.

In Management

Teaching is organised in modules. The delivery of material varies among modules, especially in the proportions of time allocated to lectures, and to classes and seminars. All modules involve coursework, which takes a variety of forms. Final assessment normally involves a written examination, and may also incorporate

coursework marks; the maximum proportion of a final module mark allocated to coursework is 20%, other than in special cases.

Admission requirements

Entrants to this programme are normally required to have obtained 300 points from three 'A' level subjects or 320 from four, to include 2 full 'A' levels. Candidates must normally have 100 points (Grade B) from GCE 'A' level French (and a minimum of a Grade C) to take FR101 (Advanced French Language) OR 50 points at 'A/S' French or an A* at GCSE French to take FR102 (Intermediate French Language) in Part 1.

Applications from mature candidates are welcomed. While such candidates will normally be expected to have either 100 points (Grade B) from GCE 'A' level French (and a minimum of a Grade C) to take FR101 (Advanced French Language) in Part 1, or 50 points at 'A/S' French or an A* at GCSE French to take FR102 (Intermediate French Language) in Part 1, consideration is also given to other qualifications and experience. A mature applicant is more likely to receive an offer of a place if he or she has undertaken recent study, for example two or more A levels or an Access course, but each case is assessed on its individual merits. We recommend that you contact an admissions tutor as soon as possible to discuss your individual circumstances. Applications from international candidates are welcomed. International candidates are advised to contact either the International Students Office first, to discuss the suitability of their qualifications.

Admissions Tutor:

Support for students and their learning

University support for students and their learning falls into two categories. Learning support is provided by wide array of services across the University, including: the University Library, the Careers Advisory Service, In-session English Support Programme, the Study Advice and Mathematics Support Centre teams, IT Services and the Student Access to Independent Learning (S@il) computer-based teaching and learning facilities. There are language laboratory facilities both for those students studying on a language degree and for those taking modules offered by the Institution-wide Language Programme. Student guidance and welfare support is provided by Personal Tutors, School Senior Tutors, the Students' Union, the Medical Practice and the Student Services Directorate. The Student Services Directorate is housed in the Carrington Building and includes the Careers Advisory Service, the Disability Advisory Service, Accommodation Advisory Team, Student Financial Support and Counselling. Student Services has a Helpdesk available for enquiries made in person or online (www.risisweb.reading.ac.uk), or by calling the central enquiry number on (0118) 378 5555. Students can get key information and guidance from the team of Helpdesk Advisers, or make an appointment with a specialist adviser; Student Services also offer drop-in sessions on everything from accommodation to finance. The Carrington Building is open between 8:30 and 17:30 Monday to Thursday (17:00 Friday and during vacation periods). Further information can be found in the Student website (www.reading.ac.uk/student).

University support for students and their learning falls into two categories. Learning support includes IT Services, which has several hundred computers and the University Library, which across its three sites holds over a million volumes, subscribes to around 4,000 current periodicals, has a range of electronic sources of information and houses the Student Access to Independent Learning (S@IL) computer-based teaching and learning facilities. There are language laboratory facilities in the Language Resource Centre both for those students studying on a language degree and for those taking modules offered by the Institution-wide Language Programme. Student guidance and welfare support is provided by Personal Tutors, the Careers Advisory Service, the University's Special Needs Advisor, Study Advisors, use of the iLearn portfolio tool, Hall Wardens and the Students' Union.

The departmental course handbooks issued by both departments to Part 1 and degree course students provide extensive information on the programme, and on resources and study skills. The Department of Modern Languages and European Studies Resource Room contains a range of reference works/videos/DVDs which can be used by students, and offers congenial study spaces. The Self-Access Language Centre has a range of audio and audio-visual materials to promote self-study in languages.

Career prospects

In recent years graduates from this programme have entered a variety of careers in both the private and public sectors including the travel industry, where their knowledge of French can be a distinct asset. Examples include jobs in banking and finance, accountancy, sales and marketing, consultancies, retailing and other service industries, the Civil Service and universities.

Graduates on this programme may apply for exemptions from relevant professional examinations of the Chartered Institute of Marketing, the Chartered Institute of Management Accountants and the Institute of

Chartered Accountants of England and Wales. Students on this programme may become student members of the Institute of Management.

Opportunities for study abroad or for placements

Subject to arrangements made in exceptional cases only, all students on this programme spend the Year Abroad on a work placement or at an institute of higher education with which the University of Reading has a Socrates agreement.

Programme Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills, qualities and other attributes in the following areas:

Knowledge and Understanding

A. Knowledge and understanding of:

In French:

1. the French language;
2. French and francophone history, politics and/or literature and culture;
3. Key approaches and methods of historical and political and/or literary and cultural analysis.

In Management:

1. The theoretical basis of management and key functional areas of business;
2. Current developments in the practice and theory of business management;
3. Fundamental concepts of business management relevant to the student becoming a manager in a UK business;
4. The environmental and ethical context of business management in the UK;
5. An understanding of the importance of international business and the drivers of change in business in this country and abroad, including management practice and business cultures in other countries.

Teaching/learning methods and strategies

In French:

1 Development of the skills of reading, writing, listening and speaking French is by small-group learning and regular non-assessed coursework. In Part 1, grammar is learnt in small groups with regular non-assessed coursework. At Part 2, grammar is taught by Powerpoint lectures, supplemented by access on the internet to the lectures and other self-access material. The Year Abroad in a francophone country offers immersion in French language and culture.
2,3. Acquisition of aspects 2 and 3 is by lecture and seminar or tutorial and/or interrupted lecture. Students are expected to undertake independent reading and research from sources indicated in module bibliographies (library, internet), in order to gain fuller understanding of the topic and its context.

Assessment

The assessment of knowledge is by a combination over the whole degree of unseen examination (1-3), coursework essays (2-3), an oral examination (1) and dissertation (2-3).

In Management:

- 1-5 Lectures; tutor-led tutorials; student and tutor-led seminars and problem-based learning.
2. Guest lecturers from industry and directed self-study.
- 4-5 Case studies

Assessment

Coursework; written unseen examinations, seminar presentations: to provide a basic knowledge of methods and principles used in business management literature and cases and to promote the ability to appraise it critically.

Skills and other attributes

B. Intellectual skills - *able to*:

In French:

1. critically apply literary and historical concepts;
2. Identify and solve problems;

Teaching/learning methods and strategies

In French:

Intellectual skills are developed through the teaching and learning programme outlined above.

3. analyse and interpret;
4. demonstrate and exercise independence of thought and sensitivity to cultural difference.

In Management:

1. Apply the skills needed for academic study and enquiry;
2. Evaluate research and a variety of types of information and evidence critically;
3. Synthesise information from a number of sources in order to gain a coherent understanding of theory and practice;
4. Apply strategies for appropriate selection of relevant information from a wide source and large body of knowledge;
5. Utilise problem-solving skills;
6. Analyse, evaluate and interpret the assumptions and principles underpinning business management.

C. Practical skills - *able to:*

In French:

1. speak, write, read and understand French at a high level of proficiency;
2. apply key methods and concepts of linguistic and literary and/or historical analysis;
3. retrieve, sift and select information from a variety of sources;
4. plan and undertake different forms of research based on bibliographies and/or evidence.

In Management:

1. Understand the economic basis of the firm in its wider economic, political and social environment;
2. Evaluate the behaviour, culture and strategy of firms;
3. Effectively apply key professional skills learnt in optional classes to the business world.

D. Transferable skills - *able to:*

Transferable skills – able to:

1. Communicate effectively with a wide range of individuals using a variety of means.
2. Evaluate his/her own academic professional performance.
3. Utilise problem-solving skills in a variety of theoretical and practical situations.
4. Manage change effectively and respond to changing demands.

Each course involves discussion of the key issues, practice in applying key concepts both orally and in writing, analysis and interpretation of material and, where appropriate, individual feedback sessions on work produced.

Assessment

The variety of assessment methods employed places great emphasis on the learner's ability to demonstrate skills 1-4 through the production of coherent written and oral responses to the tasks set.

In Management:

1-6. Lectures; tutor-led tutorials; student and tutor-led seminars; self-directed learning; research-based teaching materials and methods; problem-based learning scenarios.

2,5,6. Case studies

3-4. Independent research and self study

Assessment:

Written exam papers; practical assessments; coursework (essay); case study analysis; dissertation.

Teaching/learning methods and strategies

In French:

All students receive initial guidance on how to identify, locate and use material available in the university and departmental libraries and elsewhere. Comprehensive bibliographies are provided at the outset of each course. Classes and tutorials are given to all students on the production of essays and literary, historical or linguistic concepts. Language classes are compulsory in every year, and much primary and secondary reading material is in French. The year abroad further promotes the active learning of French to a high level.

Assessment

Skill 1 is assessed by orals and unseen written examinations. There is regular unassessed coursework. Skills 2-4 are assessed through a pattern of coursework essays, unseen written examination and dissertation.

In Management:

1-4. Practical projects; placements; seminars; lectures; problem-based scenarios.

3-4 Case studies, placements, practical projects

Teaching/learning methods and strategies

Assessment

5. Take responsibility for personal and professional learning and development (Personal Development Planning).
6. Manage time ,develop self-reliance, prioritise workloads and manage personal emotions and stress.
7. Understand career opportunities and begin to plan a career path.
8. Information management skills, e.g. IT skills.
9. show sensitivity to cultural differences.

Please note - This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in the module description and in the programme handbook. The University reserves the right to modify this specification in unforeseen circumstances, or where the process of academic development and feedback from students, quality assurance process or external sources, such as professional bodies, requires a change to be made. In such circumstances, a revised specification will be issued.