

Presentation pattern: October to June

Module description

This key intermediate level 2 module provides a broad grounding in business and management practice and study. Students will explore how organisations work by looking at their internal functions (operations, finance and marketing) and then examine the external environment and how the economic and political context helps shape how businesses respond to global challenges.

Using a blend of text, audio video and interactive online activities, students will develop vital skills for study and for work in business, public or voluntary sector organisations. Particular attention is paid to developing critical thinking skills. Students will also be introduced to mind mapping as a potential technique to help you express your ideas and creativity.

Person specification

The person specification for this module should be read in conjunction with the [generic person specification](#) for an associate lecturer at The Open University.

As well as meeting all the requirements set out in the generic person specification, you should:

- have either a minimum first degree in Business Studies, OR a non-business degree plus a post graduate qualification in a business related subject (e.g. first degree in Psychology or Engineering and Post Graduate Certificate in Management would be appropriate). Candidates with a Masters qualification in relevant area (e.g. MBA, M.Ed.) will be given additional weighting. (assessed on application form)
- provide evidence of experience in teaching and/or coaching adults (substantial coaching, facilitation and training experience in the workplace will be considered as an alternative to formal teaching, although additional weighting will be given to candidates with HE teaching experience). (assessed on application form and at interview)
- outline any relevant experience in, or understanding of, using synchronous and asynchronous online media in a teaching and learning environment. (Candidates using commercial workplace equivalents will be considered, although greater weighting will be given to candidates with teaching experience through OU Live, BlackBoard, Collaborate or other HEI bespoke equivalents). (assessed on application form and at interview)
- demonstrate relevant business experience or consulting for a business through application of theoretical skills in the workplace. Additional weighting will be given to candidates who can demonstrate more recent (within the last 5 years) relevant practitioner experience. (assessed on application form and at interview)
- demonstrate academic credibility across a broad range of general Business Studies areas. As this is a generalist module we are looking for candidates who can outline teaching expertise in at least 3 areas from e.g. economic and political context, finance, human resources, organisational behaviour, marketing, operations, business ethics, globalization. (Greater weighting will be applied to candidates with more areas.) (assessed on application form and at interview)
- outline how you have supported students to achieve the learning outcomes, particularly study skills identified for; academic writing, numerical literacy, digital literacy and critical thinking. (assessed on application form and at interview)

- experience teaching undergraduate business

You will be expected to:

Run face to face tutorials (and/or equivalent time online).

- Facilitate online forums and work with Adobe Connect (which will be used in place of OULive from October 2017). Staff development will be available for candidates, as appropriate.

Additional information

Core elements of the generic person specification should be included, candidates should address in particular:

- Experience of working with diverse student cohorts and awareness of differing needs.
- Availability and accessibility to students.
- Good written communication skills in English.

Additional Process Notes for candidates:

The interview process will be undertaken over several stages for candidates:

1. **Initial shortlisting and pre-interview work:** Shortlisted candidates will be contacted by email to inform them about the next step which is the pre-interview preparation stage, and will receive a series of pre-interview tasks including some sample marking and in-tray exercise. Candidates will normally be given a week to complete these tasks. These candidates will be additionally offered a face to face interview at an OU office (candidates who fail pre-interview exercises will not proceed to the interview stage and will be informed of interview cancellation accordingly).
2. **Adobe Connect** – The use of Adobe Connect is a compulsory teaching tool on B207. All candidates who demonstrate an appointable standard at interview must attend and achieve competence on a short Adobe Connect session before an appointment can be offered.

Module related details - a full explanation can be found on the website

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| Credits awarded to the student for the successful completion of a module: | 60 |
| Number of assignments submitted by the student: | 3 |
| Method of submission for assignments: | 2 |
| Level of ICT requirements: | 2 |
| Number of students likely to be in a standard group: | 20 |
| Salary band: | 8 |
| Estimated number of hours per teaching week: | 7 |

Please note, in addition to the TMAs there will also be an iCMA which will be submitted by students