PS0003 Plan your Career Path

Academic Year	2020/2021	**Semester**	2
Course Coordinator	Alessandra Bonanni (Dr)		
Course Code	PS0003		
Course Title	Plan your Career Path		
Pre/Co-requisites	ML0003 - Kickstart your Career Success		
No of AUs	1		
Contact Hours	13		
Proposal Date	29 December 2020		

Course Aims

This module aims to equip you with key career preparation and practical skills needed in your job search and personal development so that you can adapt and succeed in a new disruptive workplace. This module builds on the principles acquired in ML0003 Kickstart your Career Success and provides self-directed learning opportunities for you to demonstrate the skills and techniques learnt, in a practical setting. This is a pass / fail course. Peer reviews and/or self-reflections are the key assessment approaches in this course to encourage you to take a continuous improvement approach to your own career development.

Intended Learning Outcomes (ILO)

By the end of the course, you should be able to:
1. Identify what Employers look for in hiring fresh graduates
2. Craft a career development action plan
3. Craft a customized Resume and Cover Letter for your Internship
4. Craft and practice your Elevator Pitch for networking
5. Answer interview questions using the STAR method
6. Identify your career possibilities and expand your career choices

Course Content

1. Job Market & Employers' Expectations
2. Self-Awareness
3. Resume & Cover Letter Writing
4. Elevator Pitch and Networking Skills
5. Interview Skills
6. Industry Sharing – Talks by Industry Speakers/Potential Employers

Assessment (includes both continuous and summative assessment)

Component	ILO Tested	Related Programme LO or Graduate Attributes	Weighting	Team/Individual	Assessment Criteria / Rubrics
1. Tutorials	1, 2, 3, 4, 5	Communication, Character, Civic-mindedness, and Creativity & Competence.	50%	Individual (Peer review and Self-reflection)	Appendix 1
2. Industry Sharing	6	Communication, Character, Civic-mindedness, and Creativity & Competence.	50%	Individual (Reflections paper)	
Total			**100%**		

Description of Assessment Components:

1. Tutorials: You are required to attend all 5 tutorials (odd or even weeks during the semester) and participate actively in activities to reinforce your learnings. You are required to individually complete peer reviews or self-reflections to be aware of your personal career development.

2. Industry Sharing: You are required to attend 2 industry talks and submit a reflections paper into NTULearn.

IMPORTANT NOTE: To pass PS0003, you must attend all 5 tutorials and 2 industry talks, participate actively in tutorials and submit a Reflections Paper within the semester. You must achieve at least 65% of the total marks by the module's closing deadline.

Students who fail to meet the requirements would be deemed to have failed and a 'Fail' grade will be reflected in the Semester's Transcript. Students will need to re-take the module.

Formative feedback

Tutorials: At each tutorial, where relevant, peer feedback will be given for various applied learning activities.

Industry Sharing: At the end of the module, an Examiner's Report on the strengths and common areas of development will be shared by the School.

You are encouraged to schedule a session with your School's Career Coach for further consultation on your career exploration.

Learning and Teaching approach

Approach	How does this approach support you in achieving the learning outcomes?
Face-to-face tutorials	With class discussions and skill practice sessions, this module will enable you to have more hands-on practice so that you can be more confident in your career and job search preparations.

Reading and References

You are encouraged to refer to CAO's Career Resources and also read widely and learn from the various sources of information (for example Ted Talks, LinkedIn articles, newspapers, periodicals, websites, multi-media tools etc.).

Course Policies and Student Responsibilities

You are expected to attend all 5 tutorials and 2 industry talks, participate actively in tutorials and submit a Reflections Paper by due dates within the semester.

Academic Integrity

Good academic work depends on honesty and ethical behaviour. The quality of your work as a student relies on adhering to the principles of academic integrity and to the NTU Honour Code, a set of values shared by the whole university community. Truth, Trust and Justice are at the core of NTU's shared values.

As a student, it is important that you recognize your responsibilities in understanding and applying the principles of academic integrity in all the work you do at NTU. Not knowing what is involved in maintaining academic integrity does not excuse academic dishonesty. You need to actively equip yourself with strategies to avoid all forms of academic dishonesty, including plagiarism, academic fraud, collusion and cheating. If you are uncertain of the definitions of any of these terms, you should go to the academic integrity website for more information. Consult your instructor(s) if you need any clarification about the requirements of academic integrity in the course.

Course Instructors

Tutorials will be conducted in collaboration with CAO in-house trainers and external vendors who are experienced career educators.

Planned Schedule

Week	Topic	ILO	Readings/ Activities
1, 3, 5, 7, 9 (Odd weeks) or 2, 4, 6, 8, 10 (Even weeks)	• Job Market & Employers' Expectations • Self-Awareness • Resume & Cover Letter Writing • Elevator Pitch and Networking Skills • Interview Skills	1, 2, 3, 4, 5	Peer reviews and/or self-reflections
11 and/or 12	• Industry Sharing	6	Reflections paper

Appendix 1: Assessment Criteria

Learning outcomes:
1. Identify what Employers look for in hiring fresh graduates
2. Craft a career development action plan
3. Craft a customized Resume and Cover Letter for your Internship
4. Craft and practice your Elevator Pitch for networking
5. Answer interview questions using the STAR method
6. Identify your career possibilities and expand your career choices

Assessment Attributes	Tutorial (Peer reviews and/or self-reflections)		Industry Sharing (Reflections paper)	
	Levels of Attainment			
	Competent / Proficient	Not Yet Competent / Proficient	Competent / Proficient	Not Yet Competent / Proficient
General description of the level of attainment	Participate actively, complete and submit the peer reviews and/or self-reflections in a thoughtful manner	Did not participate actively and submit peer reviews and/or and self-reflections	Reflections paper submitted includes key take-a-ways and a realistic career development plan	Reflections paper submitted does not include key take-a-ways or a realistic career development plan

Industry Sharing - Reflections Paper

The Reflections Paper aims to support you in gaining more in-depth knowledge into industries that you may be interested in and to practice developing a Career Development Plan.

You are required to incorporate into your Career Development Plan:
(a) Key take-a-ways from the talks (Talks attended, Name of speakers, Industries represented, 3 learning points)
(b) Mapping my Future (VIPS, possible career options, skills to develop, action plan)

Industry Sharing – Please note that the speakers are requested to:

1. Share about exciting growth areas of the sector which you can explore and highlight possible opportunities and challenges
2. Share about 'hot' job areas and skill sets that employers are looking for in the speaker's sector
3. Provide insights into employers' expectations and guide you on how you can be better prepared
4. Share personal experiences on their career journey, the decisions/choices they have made and what advice would they give to those of you interested to join their sector
5. Share about what they or their company is looking out for in a potential hire, if they or their company is looking to recruit interns or staff
6. Any other sector-related sharing