

Course Code:	UPOP 1920
Course Title:	Career Readiness Training Program
Course Credit:	1-credit free elective (note 1)
Grading Type:	Pass/Fail
Course Offering On:	Spring 2025
Course Instructor:	Loretta Tam, Undergraduate Core Education Team (AIS)

BRIEFING SECTION

This is a reminder to all those interested in this new course. We will be holding a briefing section on 11 February at 12:30 pm via the ZOOM meeting ID 952 1360 8320 (passcode 099168). This is an important session where we will provide you with the necessary information about the course, including its objectives, structure, and requirements. You will also have the opportunity to ask any questions you may have about the course. So, please mark your calendar and make sure to attend this session!

ENROLMENT RESTRICTION

- Instructor's approval required
- Only Year-Two or above undergraduate students are eligible to enrol

COURSE DESCRIPTION

This course aims to hone students' required skills for their job search and smooth transition into the professional world. Highlights of this course are 1) train up students' job interview, leadership evaluation interview, CV writing and networking skills and offer personalized feedback, 2) through small group engagement, business leaders will foster students' understanding about the challenges and requirements of different jobs in different industries, and 3) the experiential nature of this course allows students to dive deep into the three half-day intense workshops with challenges resembling real-life situations. This course is a prerequisite for UPOP 2920 Undergraduate Practice Opportunities, the two-credit common core internship course (note 1).

Note 1

- Students have the flexibility to enrol solely in UPOP 1920 and earn 1-credit free elective.
- Students can also maximize their takeaways by taking UPOP 2920, a 2-credit common core internship course, after taking this course.
- Satisfactory completion of UPOP 1920 and UPOP 2920 will enable students to earn 3 credits counting towards Common Core Course requirements.

COURSE INTENDED LEARNING OUTCOME

Upon completion of this course, students will be able to:

- Identify their career interests and aspirations and seek job opportunities with effective strategies
- Develop and apply a range of important skills to enhance personal and professional growth
- Launch their career exploration journey promptly and decisively

ASSESSMENT

	Weight (%)
<u>Course Participation</u> - All workshops are mandatory - There are altogether three half-day workshops which will be held on 22 February, 1 March and 22 March respectively (all on Saturday afternoon) - Please refer to UPOP 1920_Annex A for the detail schedule and rundown	80%
<u>Written Assignment</u> - 20 % on reflective journal - Students need to turn in a reflective journal after attending the workshops, as a tool to help students to identify their understanding of new skills and knowledge learnt and apply them for future job-hunting and their internship journey <u>Pre-Workshop Preparation</u> - Students have to complete and submit their CVs before joining the workshops - Students have to identify jobs and companies matching their career interests and submit this information before joining the workshops	20%

CLASSROOM POLICIES

- Please be settled in class a couple of minutes before class starts
- Please observe proper dress code as all workshops involve engagement with industry executives; reminders will be sent before class
- Please mute all mobile devices before coming to class
- No usage of notebook computers/iPads/smart devices in class for purposes which are not class related