COURSE OUTLINE: ML0003

Course Title	Kickstart your Career Success
Course Code	ML0003
Offered	Study Year 2, Sem 1
Course Coordinator	Dr Kelvin Lee cskelvinlee@ntu.edu.sg 6790 6575
Pre-requisites	None
AU	1
Contact hours	Online learning
Approved for delivery from	AY2019 Sem 1

Introduction

This course is a foundation module on essential career preparation skills and a compulsory GER-CORE module worth 1 Academic Unit (AU). This course equips you with practical skills needed in your personal development and job search to help you succeed in a new disruptive workplace. This course is open to all Year 2 students. In today's competitive world, it is crucial that career preparation skills are learnt early to ensure that competitive edge is sharpened with a heightened sense of workplace values and ethics.

Intended Learning Outcomes

By the end of the course, you should be able to:

1. Describe the impact of a disruptive world and the future of jobs on your personal and professional development
2. Identify your career skills and VIPS to develop a step-by-step career development plan for the next 2 to 3 years
3. Craft an acceptable Resume with VMock assistance (Resume critique tool)
4. Prepare for a networking event and an elevator pitch to navigate networking opportunities
5. Answer interview questions using the STAR method
6. Identify ethical and workplace related issues

Course Content

Module	Module Title	Topics Covered

1	Future of Work	1. Past, present & future job 2. Job vs meaningful & fulfilling career 3. Industry 4.0 4. 21st century skills 5. Interview with employers – What employers want
2	Career Development & Job Search Strategies	1. Introduction to the SODA and VIPS 2. Self-Assessment / Values 3. Explore Options / Interest 4. Set Directions / Personality 5. Take Action / Skills 6. Job search strategies
3	Resume & Cover Letter Writing	1. Components of a resume 2. (1) Relevance and Fit (2) Writing Style (3) Appearance 3. STAR statements 4. Cover Letter 5. Online presence / LinkedIn
4	Networking Skills	1. Importance of Personal Branding 2. Elements of your Personal Brand 3. Crafting your elevator pitch 4. Importance of Networking 5. Networking Dos and Don'ts 6. Navigate a networking situation
5	Interview Skills	1. Competencies and qualities that employers look for 2. Pre-interview - How to prepare for an interview 3. During interview – First Impressions and Interview Attire. Types of interviews, types of interview questions 4. STAR Method 5. Handling difficult questions, Questions to ask 6. Post interview - Follow up
6	Navigate the Workplace & Professional Ethics	1. What to expect during an Internship 2. Navigating the workplace professionally – Managing bosses' expectations and dynamic teams 3. How to maximize internship experience 4. Importance of workplace ethics 5. Interview with employers – Professional work ethics 6. Best practices to handle workplace ethical situations

Assessment

Component	Weighting	Team/Individual
1. MCQ Assessments	50%	Individual
2. Skills Profiling Assessment	25%	Individual
3. VMock-critiqued Resume Submission	25%	Individual

1. ***MCQ Assessments***: You are required to watch all videos and complete all MCQ assessment quizzes to check your understanding of the concepts and information shared.

2. ***Skills Profiling Report***: You will be directed to a Skills Profiling assessment tool where you will be required to reflect on the skills you have acquired through your previous experiences and identify 3 job options for future exploration. This will aid you in developing a step-by-step career development plan for the next 2 to 3 years.

3. ***Resume Submission***: Having assessed your skills competencies and with the learning from the Resume videos, you are required to upload an acceptable Resume into VMock (an online resume critique tool) to receive feedback on areas you have done well in and areas for improvement. The Resume feedback will come in the form of a colour (Green, Amber or Red), you are required to upload a Resume in the Green or Amber zone.

Criteria for Pass

To pass ML0003, you must complete all MCQ Assessments and requirements, and achieve at least 80% 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.

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.).

Schedule of course roll-out

This course will be made available from AY2019-AY2020 onwards. Students should complete and pass ML0003 before embarking on their internship.