



Course Code:	IDPO 2920
Course Title:	Undergraduate Practice Opportunities (UPOP)
Course Offered In:	Spring + Summer 2024
Course Instructors:	Grace Siu, Career Centre (DSTO) Loretta Tam, Undergraduate Core Education Team (AIS)

BRIEFING SECTION

This is a reminder to all those interested in this new course on career development and internship practicum. We will be holding a briefing section on 2 Feb at 12:30 via the ZOOM meeting ID 967 5466 2650 (passcode 230725). This is an important session where we will provide you with all 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 calendars and make sure to attend this session!

ENROLLMENT RESTRICTION

- Only Year-Two or above undergraduate students are eligible to enrol in this course

COURSE DESCRIPTION

This course intends to enhance students' career readiness by participating in a series of career workshops, taking up a full-time internship and engaging in post-internship self-reflection. Also, students will attend a conference upon internship completion to share their experience and get insights and feedback from senior business executives, career coaches, and professors. Students will learn more about themselves, important job-hunting skills and how to transition into being a professional smoothly. Relevant one-on-one career coaching sessions are also available to guide students to identify a career suiting their interests and passions.

LEARNING OUTCOMES

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
- Engage in full-time internship and gain experience in real work environment to enhance their career readiness
- Articulate their own reflections incorporating supervisors' feedbacks to facilitate continuous improvement

COURSE HIGHLIGHTS

- This is the first time a 3-credits course devoted to career development and internship practicum is offered at the university level
- This is a pilot run for a signature course in the new common core framework
- A bonus (3-credits) for students looking for summer internship
- This 3-credits course counts towards free elective
- A unique value proposition of this course is the focus on soft skills training which has been highlighted by employers and business leaders worldwide
- This course covers training and practice on skills including communication, presentation, problem solving, people skill, teamwork, mindset, and attitude, etc.
- With self-awareness being one of the key attributes of an individual's life and career success, this course helps students to raise self-awareness via internship, self-reflections, and getting feedback from career coaches, supervisors, and colleagues at work

PLANNED ASSESSMENT

Course Grade: **PP/P/F**

Students are REQUIRED to complete ALL OF THE FOLLOWING TASKS:

Task	%	Due Dates
Course Participation <ul style="list-style-type: none">- Two career workshops- Students will complete the post-workshop online quiz to evaluate their takeaways regarding skills taught in the workshops	Compulsory	1 st Workshop – 9 March 2024 (whole day) 2 nd Workshop – 16 March 2024 (pm only)
Internship <ul style="list-style-type: none">- Students have to engage in a 6-week consecutive full-time internship- Jobs are to be sourced by students themselves; job opportunities are available on Career Centre Job Board, Career Development team of	60%	a) Students must complete the internship in full term to receive a "Pass" grade; otherwise, they will receive a "Fail" grade

Schools/Departments and external corporations/job sites		b) Internships must be completed <u>BEFORE</u> 16 August 2024
<p>Learning Portfolio</p> <ul style="list-style-type: none"> - Students have to turn in self-reflection reports during and upon completion of internship - Students' self-reflection reports will be assessed based on how well they apply the different knowledge and skills learnt in the career workshops to real-life work environment 	25% (even distribution for each report)	<ul style="list-style-type: none"> a) Bi-weekly self-reflection reports due from internship commencement b) Final self-reflection report due upon internship completion (within one week of internship completion) c) The coverage of each report ranges from 300 to 600 words
<p>Internship Experience Sharing Conference</p> <ul style="list-style-type: none"> - Students will participate in a mini zoom conference by sharing their takeaways, challenges and what they have learned during their career journeys as interns - Students' sharing will be presented in videos and submitted to UPOP Program Office beforehand - A committee will shortlist about 5 outstanding videos (e.g. students who have demonstrated conscientious efforts to overcome challenges, become more aware of their required improvements from the internship experiences, new insights learned, etc.) - The shortlisted students will present in person (at zoom conference) in front of a panel of professors and alumni/business executive and will receive award certificates as recognition - Every student needs to attend the zoom conference, which will be conducted via zoom on 17th August 2024 (Sat) at 2:30 pm HK time <p><u>Requirements of the Video</u></p> <ul style="list-style-type: none"> a) Students will share their challenges, takeaways and experiences involving <u>at least 3 of the following skills</u> during internship: <ul style="list-style-type: none"> * People Communication * Proactiveness * Teamwork * Problem Solving * EQ * Growth Mindset 	15%	<p><u>Video presentation is due within one week</u> upon internship completion (last day of work)</p>

<ul style="list-style-type: none"> * Discipline * Time Management <p>b) Presentation format:</p> <ul style="list-style-type: none"> * Students would be presenting as in in-person settings and facing the camera * No powerpoint slide is required <p>c) Duration and breakdown of video content:</p> <ul style="list-style-type: none"> * The student would state the followings in the <u>First minute</u>: his/her name, company name, department and briefly explain what he/she did on the job * From the <u>Second minute onwards</u>, the student will present the materials indicated in point (a) above <p>* <u>Video duration should be at least 4 minutes and not longer than 8 minutes</u></p>		
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COURSE SCHEDULE

Date	Topic
Part 1	Career Workshops
9 March 2024 (9:30 am – 5:30 pm)	<u>First Workshop: Career Super Day Workshop</u> <ol style="list-style-type: none"> a) An intensive 1-day workshop which simulates the real Leadership Assessment Interviews in corporations b) Students will learn important skills via CV critique, peer CV reviews, mock interviews, leadership assessment, problem-solving challenges in teams, networking, and etiquette practices, under the guidance of senior business executives c) Students will engage in lively practice of networking and etiquette skills with a sit-down lunch with business executives d) These seasoned executives are from diverse industries, and they offer instant feedback to help students improve e) Interview practices are highly personalized since students choose to practice job interviews based on their preferred jobs f) Students need to complete an online quiz after the workshop
16 March 2024 (2:30 pm – 5:30 pm)	<u>Second Workshop: “Learn from the Experts” Workshop</u> <ol style="list-style-type: none"> a) Students will learn from a panel of industry experts in handling difficult interview questions, skills to negotiate salary/contract terms, and strategies on how to win a return offer b) The panel of experts will also advise on the DOs and DON'Ts for young professionals (e.g. confidentiality, work protocol, and professional communication skills, etc.) c) Students will get the opportunities to network and engage with a panel of industry professionals and learn more about their companies' recruitment requirements d) Students need to complete an online quiz after the workshop
Part 2	Summer Internship
February through June 2024	Internship Job Search <ol style="list-style-type: none"> a) Students need to source internship jobs themselves. Job opportunities are available on Career Centre Job Board, Career Development team of Schools/Departments and external corporations/job sites b) Jobs need to be professional-level type of roles; for example, jobs which are related to the student's major or which require a broad range of skills including analytical, problem-solving, and communication skills which are developed throughout the university education c) Once an internship offer is available, students should submit to UPOP Program Office for prior approval right away, and at least 2 weeks before job commencement
21 June 2024	Deadline for Internship Job Approval Students need to submit their internship job approval to UPOP Program Office on or before 21 June 2024 (final deadline)
8 July 2024	Cut-Off for Internship Commencement Students must start their internship jobs no later than 8 July 2024 to fulfil the 6-week full-time internship requirement

Part 3	Internship Reports & Experience Sharing Conference
During Internship	<ul style="list-style-type: none"> a) Students are required to turn in bi-weekly self-reflection reports during the internship period b) Deadline for bi-weekly reports is within 7 days from the bi-weekly cut off c) Coverage of each report ranges from 300 to 600 words
Upon Internship Completion	<ul style="list-style-type: none"> a) Students are required to turn in final self-reflection report within one week from internship completion (last day of work) b) Coverage of report ranges from 300 to 600 words c) Students need to submit video presentations to share their internship experience and takeaways (4 – 8 minutes) within one week from last day of work
Mini Conference (17th Aug 2024/Sat at 2:30 pm HK time)	<ul style="list-style-type: none"> a) The conference will be conducted via zoom b) Students will present their internship takeaways in video and submit to UPOP Program Office within 7 days upon completion of internship job c) Shortlisted students will present in person in front of a panel of professors and alumni/business executive during the zoom conference d) Every student needs to attend the zoom conference e) Please refer to “Planned Assessment” above for more details

CLASSROOM POLICIES

- Please be settled in class a couple of minutes before class starts
- Please mute all mobile phones before coming to class
- No usage of notebook computers/iPads in class for purposes which are not class related