

<b>Module title</b>		<b>Abbreviation</b>
Career Planning and Employment Opportunities		38-CS-Job-132-m01
<b>Module coordinator</b>		<b>Module offered by</b>
head of Unit 2.5: Career Centre		
<b>ECTS</b>	<b>Method of grading</b>	<b>Only after succ. compl. of module(s)</b>
3	(not) successfully completed	--
<b>Duration</b>	<b>Module level</b>	<b>Other prerequisites</b>
1 semester	undergraduate	--
<b>Contents</b>		
<p>In this module, the students practice and apply the key steps of systemic planning of application procedures and entry into professional life. The core topics are: Potential analysis. Methods of searching for suitable jobs, analysis of job descriptions, application letter and curriculum vitae, personnel selection procedures, job fairs and career portals, job interview, rhetoric and presentation. The module especially focuses on planning the future after the Bachelor's degree programme (graduate studies, work placements, entry into professional life or alternatives).</p>		
<b>Intended learning outcomes</b>		
<p>The students are able to gain, evaluate and use information for the next steps of their career planning. They know different possibilities for improving their personal profile and for entering into professional life. They are familiar with job profiles and descriptions and are able to create comprehensive application documents for different recipients. Furthermore, they know the mechanisms of personal appearance during job interviews.</p>		
<b>Courses</b> (type, number of weekly contact hours, language — if other than German)		
S (no information on SWS (weekly contact hours) and course language available)		
<b>Method of assessment</b> (type, scope, language — if other than German, examination offered — if not every semester, information on whether module is creditable for bonus)		
completion of approx. 6 exercises (including preparation of application documents)		
<b>Allocation of places</b>		
<p>Number of places: maximum 20. Places will be allocated according to the number of subject semesters. Among applicants with the same number of subject semesters, places will be allocated by lot. A waiting list will be maintained and places re-allocated as they become available.</p>		
<b>Additional information</b>		
Course usually offered every year, winter semester.		
<b>Workload</b>		
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<b>Teaching cycle</b>		
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<b>Referred to in LPO I</b> (examination regulations for teaching-degree programmes)		
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<b>Module appears in</b>		
keinem Studiengang zugeordnet		