

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Working Life Competences (R0115), 1.0
Toteutus	LYA1321: 2/2013-2014 (22.04.2014 - 06.06.2014)
Tyyppi	YHTEISET (A036)
Ryhmät	Ensisijainen: LYA13SY Muut:
Projektissa mukana	
Luennoitsijat	
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	31.03.2014 08:00 - 11.04.2014
Pääsääntöinen toteutusajankohta	Opiskelijan oman aikataulun mukaan
Soveltuvuus	Vaihto-opiskelijoille: Ei Vapaasti valittaviin: Kyllä Avoimen opisk: Ei Soveltuu virtuaali-AMK:n opintoihin: Kyllä
Opettajat	Nykänen Anna (Vastuupettaja), Aldrete Milton (Muu opettaja)
Kampus	Laurea Leppävaara
Pääsääntöinen toteutuspaikka	Kampuksella
Toteutustapa	Muu toteutustapa, Verkko/virtuaali Kieli: englanti Virtuaalisuus: 1 op T&k-integraatio: 0 op
Toteutusluokka	Tieto- ja taitoperustaa vahvistava, LbD
Painoalat	Ei painoalayhteyttä
Arviointi viimeistään	20.07.2014 Suoritusmateriaalin arkistointi päättyy: 20.06.2015
Tenttipäivät	
Opintojakson suoritettuaan opiskelija osaa	The student is able to • apply for a job using a portfolio amongst other things • prepare him/herself for a job interview and present his/her strengths as an applicant • apply his/her knowledge of employee rights and responsibilities for his/her employment
Edeltävät opinnot	
Edeltävät opinnot, lisätietoja	Please note: This study unit implementation is directed for degree students with foreign background to support their employment. Finnish students and exchange students will not be accepted as participants.
Osaamistavoitteet	The purpose of this study unit is to highlight what kind of documentation is efficient in the Finnish job market when applying for a job. You will get an experience of a typical job interview. In the end you will have to apply your knowledge on Finnish law to decide whether you would accepted the work contract offered by the firm.
Keskeinen sisältö	In this study unit we are simulating the job application process: • you are asked to choose a job advertisement that interests you and you will write a cover letter and CV for the job • you will also collect a sample portfolio by collecting material of your work experience, education and overall skills to act as a proof of your competence to the employer • you will attend to a job interview simulation • you will analyze the suggested work contract from the point of view of your rights and responsibilities and the law and decide whether you would sign it or what kind of changes you would like to suggest before signing it It's worth noticing, that you can use this study unit to gain feedback on some actual on-going job application process if the schedule of the real process meets with the timetable of the study unit.
Oppimateriaali	See materials in Laurea LIVE > For Students > Graduation > Employment (especially sections <i>Job Seeking and Applying for a Job</i> and <i>Accepting a Job Offer</i>).

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Ohjaus ja viestintä	The study unit will start on 22nd of April at 15-16 with a session where the assignment is given and general tips for writing the documentation is discussed. After the first session you can start the application process: you can start to search for an interesting job announcement and having found that you can start to prepare the application papers in your own schedule. On 24th of April at 15-17 we will have a workshop on how to create a sample portfolio. You can return the job application papers when you have finalized them (in your own schedule, but latest on 23rd of May). Send them to by e-mail to anna.pohjalainen[a]laurea.fi and milton.aldrete[a]laurea.fi. You will either be invited to a job interview by phone or you will be unnoticed in the application process (meaning that if we think that the application papers would not have lead to any success, we ask you to review them and make some corrections and then re-send them). The timing of the interview simulation will then be agreed individually. You will get feedback on the application process after the interview. After that you will be given a work contract (imaginary one) which you must analyze before accepting. Principles for guidance:- If you need some additional information from your "employers", please do not hesitate to call them (or us to simulate the situation). Let's practice the application process as well as we can!- In case you have general questions regarding the tasks, please use the message board in Optima so that other students will be able to see the answers as well.
Arviointikriteerit ja arviointimenetelmät	The study unit will be graded as pass/fail. Passing requires returning the application papers, providing a portfolio and attending the job interview simulations and commenting the work contract.

Oppimistapahtumat

Pvm	Klo	H	Aihe	Sisältö	Tila	Opettajat
22.04.2014	15-16	1	Starting the study unit	Assignments will be explained and tips and resources given for how to apply for a job.	181	
24.04.2014	15-17	2	Portfolio workshop	Tips and tools for how to create a portfolio in relation to the job you are applying for	207	
23.05.2014			Deadline	Deadline for returning the application papers. After returning the papers you will attend to a job interview simulation (timing will be agreed separately) and analyse a work contract in your own schedule (deadline for returning the contract is on 6th June).		