

**TOTEUTUSSUUNNITELMA Valmis**

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| <b>Opintojakso</b>                                | Working Life Competences (R0115), 1.0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Toteutus</b>                                   | LYA1411: 1/2014-2015 (25.08.2014 - 23.12.2014)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Tyyppi</b>                                     | YHTEISET (A036)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Ryhmät</b>                                     | Ensisijainen: LYA14SY Muut:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Projektissa mukana</b>                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Luennoitsijat</b>                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Osallistujamäärät</b>                          | <b>Minimi: Maksimi:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Ilmoittautumisaika</b>                         | 19.05.2014 08:00 - 02.06.2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Pääsääntöinen toteutusajankohta</b>            | Opiskelijan oman aikataulun mukaan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Soveltuvuus</b>                                | <b>Vaihto-opiskelijoille:</b> Ei <b>Vapaasti valittaviin:</b> Kyllä <b>Avoimen opisk:</b> Ei <b>Soveltuu virtuaali-AMK:n opintoihin:</b> Kyllä                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Opettajat</b>                                  | Nykänen Anna (Vastuupettaja), Aldrete Milton (Muu opettaja)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Kampus</b>                                     | Laurea Leppävaara                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Pääsääntöinen toteutuspaikka</b>               | Kampuksella                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Toteutustapa</b>                               | Muu toteutustapa, Verkko/virtuaali <b>Kieli:</b> englanti <b>Virtuaalisuus:</b> 1 op <b>T&amp;k-integraatio:</b> 0 op                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Toteutusluokka</b>                             | Tieto- ja taitoperustaa vahvistava, LbD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Painoalat</b>                                  | Ei painoalayhteyttä                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Arviointi viimeistään</b>                      | 20.07.2014 <b>Suoritusmateriaalin arkistointi päättyy:</b> 20.06.2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Tenttipäivät</b>                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Opintojakson suoritettuaan opiskelija osaa</b> | <p>The student is able to</p> <ul style="list-style-type: none"> <li>• apply for a job using a portfolio amongst other things</li> <li>• prepare him/herself for a job interview and present his/her strengths as an applicant</li> <li>• apply his/her knowledge of employee rights and responsibilities for his/her employment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Edeltävät opinnot</b>                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Edeltävät opinnot, lisätietoja</b>             | Please note: This study unit implementation is directed for degreestudents with foreign background to support their employment. Finnish students and exchange students will not be accepted as participants.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Osaamistavoitteet</b>                          | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Keskeinen sisältö</b>                          | <p>In this study unit we are simulating the job application process:</p> <ul style="list-style-type: none"> <li>• you are asked to choose a job advertisement that interests you and you will write a cover letter and CV for the job</li> <li>• you will analyze your competences in relation to the job</li> <li>• 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</li> <li>• you will attend to a job interview simulation</li> <li>• 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</li> </ul> <p>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.</p> |
| <b>Oppimateriaali</b>                             | See materials in Laurea LIVE > For Students > Graduation > Employment (especially                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                                                  | sections <i>Job Seeking and Applying for a Job</i> and <i>Accepting a Job Offer</i> ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Ohjaus ja viestintä</b>                       | The study unit will start on 27th of October at 15:00-16:30 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 3rd of November we will have a workshop at 15:00-17:00 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 28th of November). Send them to by e-mail to <a href="mailto:anna.pohjalainen@laurea.fi">anna.pohjalainen@laurea.fi</a> and <a href="mailto:milton.aldrete@laurea.fi">milton.aldrete@laurea.fi</a> . 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 (deadline for the task is 12th December). 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. |
| <b>Arviointikriteerit ja arviointimenetelmät</b> | 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 |
|------------|-------------|---|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------|
| 27.10.2014 | 15:00-16:30 |   | Starting the study unit | Assignments will be explained and tips and resources given for how to apply for a job.                                                                                                                                                                                 | room 182, Laurea Leppävaara |           |
| 03.11.2014 | 15:00-17:00 |   | Portfolio workshop      | Tips and tools for how to create a portfolio in relation to the job you are applying for                                                                                                                                                                               | computer room 207           |           |
| 28.11.2014 |             |   | 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 12th November). |                             |           |