

## Implementation plan Finished

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| <b>Study unit</b>                                             | Working Life Competences (R0115), 1.0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Implementation</b>                                         | NIA1611: 1/2016-2017 (29.08.2016 - 10.05.2017)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Type</b>                                                   | EXPERT IN DEVELOPMENT AND WORKPLACE INNOVATION (A857)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Groups</b>                                                 | Primary: NIA214SN Others :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Involved in the project</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Lecturers</b>                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Number of participants</b>                                 | <b>Minimum: Maximum:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Enrolment period</b>                                       | 16.05.2016 08:00 - 31.05.2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Main timing for implementation</b>                         | According to a schedule agreed by the parties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Applicability</b>                                          | <b>For exchange students:</b> No <b>For elective studies:</b> No <b>Open UAS student:</b> No <b>Suitable for virtual UAS:</b> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Teachers</b>                                               | De Arruda Camara Antonius (Other teacher)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Campus</b>                                                 | Laurea Leppävaara                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Main location for implementation</b>                       | At the campus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Implementation method</b>                                  | Optima realization/student group <b>Language:</b> English <b>Virtuality:</b> 0 cr <b>Integration of R&amp;D:</b> 0 cr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Implementation class</b>                                   | LbD supporting knowledge and skills development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Focus areas</b>                                            | No connection to focus areas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Evaluation at the latest</b>                               | 31.05.2017 <b>Storing of graded material ends.:</b> 23.12.2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Exam days</b>                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Having completed the study unit the student is able to</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>Previous studies</b>                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Previous studies, more information</b>                     | It is advisable to complete the study unit during the third year of study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Learning objectives</b>                                    | See targets above. Additionally the studies include evaluation of one's own learning in order to improve reflective competence. Awareness of general workplace competences and one's own strengths in that area improve alongside completing the portfolio.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Contents</b>                                               | During the study unit, you will compile a sample portfolio focusing on your general workplace competences for your job search. Additionally, perspectives on the employee's rights and obligations are analysed in relation to your own situation. The purpose of the study unit is provide guidance, and thus it includes a discussion on the personal study plan with the tutor teacher in both semesters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Study material</b>                                         | The work space of the study unit in Optima contains a collection of tips for supplementary material. You will be granted access to this work space at the beginning of the study unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Tutoring and communication</b>                             | The purpose of the guidance is to make you think about different options, not to give complete solutions. As a student receiving guidance you are responsible for your own decisions and the direction of your career. The discussions on the study plan are conducted either in person or in goal-oriented small groups. During the study unit, the tutor teacher will also give guidance on practices related to studying. Optima will be used for communication during the study unit so it is important to make sure that you give permission for all messages from the system. In order for the guidance, advise and communication in the study unit to work smoothly, please use the conversation area in Optima for all questions and matters that do not require personal communication with the lecturer. In personal matters, you can contact the lecturer by email or phone or |

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|                                        | arrange to meet him or her.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Evaluation criteria and methods</b> | The study unit is assessed as a Pass or a Fail. A pass requires that you complete the assignments according to the given timetable, demonstrating your familiarisation with the subject as well as your own thinking.                                                                                                                                                                                                                                                            |
| <b>Work strain</b>                     | Estimated distribution of working hours during the study unit (total on average 27 hrs): <ul style="list-style-type: none"> <li>• Demonstration of one's own workplace competences using a portfolio (10 hrs)</li> <li>• Revision of the rights and obligations in working life (5 hrs)</li> <li>• Discussions on the personal study plan and preparation for them (4 hrs)</li> <li>• Participation in other guidance activities (8 hrs)</li> </ul>                              |
| <b>Other arrangements</b>              | The implementation plan will be specified before the beginning of the studies. It is useful to take advantage of the different events not listed in the implementation schedules when processing matters. The Network to Get Work event and the Rekryfestarit recruitment event in Hyvinkää will take place in January or February 2017. If you are about to graduate before the study unit ends, please contact the tutor lecturer to agree on how the study unit is completed. |