

Intensive Career Orientation Course for Undergraduates (12-30 students)

Session 1 (2 hours + 5 hours): Welcome to the job market!

Lecture in class		Learning objectives
15 min	Let's get to know each other! A round of introductions	1. To increase the understanding of the rules governing the job market; 2. To showcase to students why some professionals are valued on the job market while others are not, and how to navigate yourself to fall into the "valuable" category; 3. To help students in discovering whether they should choose to become an employe or an employee.
75 min	Introduction to the mechanics of the job market > How does the job market work? > What does it mean to become <i>an employee</i> ? > Recent changes in the job market — what employers and employees value today, > Why should you start from learning your strengths? > How to produce value on the job market? How to become irreplaceable? > How to leverage your value on the job market as a graduate in your field?	
30 min	Test: Are you a type of an academic, an employer, or an employee?	
Homework / Individual work		
1 h	Reading exercise: Read/watch additional materials about the composition of the job market, the basic rules of economy and circulation of value in the society.	To learn more about the mechanisms underlying the job market, and the basic principles of economy.
2 h	Self-observation exercise: for 7 days, monitor yourself closely day by day. At the end of the day, recall the activities you've been going through today: > What energized you? > What inspired you? > By which tasks did time flow faster?	To help the students learn about their own core competencies. The students are supposed create the whole research report about themselves during the course.
1 h	360-degree interview among family, friends, and peers from studies. What do people around you think about your strengths and weaknesses?	To help the students learn about their own core competencies.
1 h	What do you want to achieve in your life? You don't need to have a picture of every aspect of your life to start making plans.	To help the students make a plan for their long-term career development.

Session 2 (2 hours + 5 hours): Your opportunities on the job market

Lecture in class		Learning objectives
15 min	Discussing the homework results in a group	1. To introduce the scope of popular professions for graduates in Mathematics, with respect to which aspect of their studies they enjoy the most; 2. To introduce the most efficient ways to approach job search for these particular professions.
75 min	What are your options on the job market? > What is your edge as a Master's graduate in your field? > Famous graduates with Master's degree in your field > Your options on the job market depending on which aspect of your studies you enjoyed the most, and their characteristics > Other routes you might alternatively consider: Freelancing, Entrepreneurship	
30 min	What are the main channels through which you can approach applying for these jobs?	
Homework / Individual work		
1 h	Networking. Think about your personal network such as: > Family and friends, > Former graduates from your faculty who are now on the job market, > Other acquaintances whom you've met at various events. Review whether your LinkedIn reflects this network and invite more contacts if necessary. Send a message to at least one recruiter on LinkedIn! Also, browse for and subscribe to career fairs, and any other professional networking events in your city in the next three months.	To start building a personal professional network in a systematic way.

Session 3 (2 hours + 5 hours): How to land the job

Lecture in class		Learning objectives
15 min	Discussing the homework results in a group	1. To introduce the principles of applying for jobs, including drafting the application documents, building the online presence, and preparing for the job interviews; 2. To go through an exercise that requires the participants to pitch themselves as professionals and answer common questions asked during job interviews.
75 min	The golden rules while applying for jobs: <ul style="list-style-type: none"> > How to research a company before applying? > How to draft an appealing resume? What are the dos and the don'ts? > How to write a competitive motivational letter? Why it's important to think from the employer's perspective? > How to take care of your online presence? How to edit your LinkedIn profile? > How to prepare for the job interview and for the salary negotiations? 	
30 min	Assignment in pairs: A mockup job interview	
Homework / Individual work		
1 h	Work on your resume and adjust your resume to the rules introduced in the lecture.	To improve the resume and adjust it to the current market standards.
2 h	Draft a motivational letter for one of the positions that you have found in the previous homework assignment.	To exercise writing motivational letters.
1 h	Review your LinkedIn profile according to the guidelines introduced in the lecture.	To improve the LinkedIn profile and profile it for jobs you are interested in.
1 h	Assignment in pairs: communicate with a partner and comment on each other's resume and motivational letter, review and improve.	To get feedback on the application documents and further improve.

Session 4 (2 hours + 5 hours): How to thrive at work + The future of the job market

Lecture in class		Learning objectives
15 min	Discussing the homework results in a group	1. To help the students understand that becoming an employee is associated with new duties and a new lifestyle; 2. To give the students tools to become efficient and valued in their new workplace; 3. To help the students start building fundamentals that will carry their career for another 5, 10, 30 years.
75 min	I got my first job. What now? > How does university life differ from working in a company? > What should you pay attention to while adapting to the new working culture? > How to be efficient at work? > How to build your image as a professional? How to get promoted?	
30 min	Discussion in a group: The future of job market. Which competencies will be the most desired on the job market in 1, 5, 10, 30 years from now?	
Homework / Individual work		
2 h	Test the self-management techniques introduced in the lecture by yourself. Which of these techniques work for you?	To teach students efficient techniques for daily self-management at work.
2 h	Think about the various ways of promoting yourself as a professional. > Do you have a personal website? If not, create a project of a personal website, > Do you have a repository for your coding projects? If not, create a GitHub repository, > Do you have a personal business card? If not, create a project for such a card, > Write a LinkedIn/Medium article on the subject interesting to you.	To help the students start the personal branding process that will help them to further establish themselves as a professional.
1 h	Wrap up a brief research report about yourself. What did you learn about your core competencies, strengths, and weaknesses during this course?	To help the students get a full picture of their own edge on the job market.

Final evaluation

Content	Form	Time	No of Points
The knowledge about the job market	A test of 60 multiple-choice questions about the job market, covering the material presented in this course.	1 h	60
The knowledge about yourself	5 open questions regarding your personal story, strengths, weaknesses, and plans	1 h	40