

## COURSE SYLLABUS

2578 - Mastering Your Career, 2 ECTS

Spring Semester

2021/22

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### COURSE INSTRUCTOR

Maria Juliana Vieira Paes Fortes

### SHORT BIOGRAPHY

All Careers @ Nova SBE Consultants are dedicated to supporting Masters' Students and conducting career-related activities; academic and professional backgrounds in areas related to career development topics.

### INSTITUTIONAL EMAIL

[careers@novasbe.pt](mailto:careers@novasbe.pt)

### OFFICE HOURS

10:00AM-1:00PM

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### PREREQUISITE(S) / PRÉ-REQUISITO(S)

NA

### COURSE UNIT AIMS

Mastering Your Career is Nova SBE career development program designed to support Masters' Students in setting professional goals and acquire the skills to attain them while benefiting from the network and brand recognition of Nova SBE in the marketplace. Comprising several activities and held by our expert Career Consultants and Invited Speakers, Mastering Your Career will help Masters Students consolidate relevant information and tools to manage the start of their career.

### COURSE UNIT CONTENT

#### Program Structure

To pass Mastering Your Career you need to complete **five mandatory sections** : Career interview & Industry reflection, CV Checkpoint, Career Workshop, Career Event, and Career Fair. **You will need to fulfill the requirements within each section** to pass the course and receive the 2 ECTS. None of these sections is worth any ECTS on its own.

Aside from this mandatory component, the Careers @ Nova SBE team has also outlined some activities and resources that we strongly recommend you to make the most of: you can book a counseling session with one of the Career Consultants available, join Business Challenges, register for the Career Mentoring Program, participate at the Fall Career Fair and attend other career workshops and career events that might interest you.

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Finally, we strongly suggest you sign up on the seven extremely useful Online Tools that will help you throughout your career management process:

- Nova SBE Career Center by Job Teaser
- VMock
- GoingGlobal
- Firsthand/VAULT
- Big Interview
- Graduates First
- PrepLounge
- Fitch Learning

### A. Mandatory Sections

| Section                                | When                         | What   | Requisite   | Enrollment  |
|--|------------------------------|--|---|---|
| Career interview & Industry reflection | Until April 15 <sup>th</sup> | Career interview with an experienced professional, working in an industry of your preference, and a reflection conclusion about the mentioned industry | Students must send their report until April 15.                                       | Students must upload the assignment on Moodle.  |
| Virtual Career Fair                    | Feb 23 <sup>rd</sup>         | Involving more than 40 organizations, the main goal is to promote closer interaction between Employers and all students from Nova SBE.                 | Mandatory for students to attend at least 2 Talks during the Career Fair.             | Students have to attend this activity by registering in Vfairs. Attendance will be provided by the Vfairs platform. |
| Career Workshop                        | Feb-Mar                      | Workshops organized and held by the Careers @ Nova SBE, with internal and external facilitators/speakers, with career-related topics.                  | Mandatory to attend 1 <b>Career Workshop</b> in the Spring semester of their Masters. | Students have to choose the Career Workshop that is most attractive to them and enroll through the bidding system.  |

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| Career Event          | Feb - April                 | Career events, aiming to help students complement and consolidate relevant information and tools to increase their knowledge of the market and the success rate of recruitment processes. | Mandatory to attend a <b>minimum of 1 Career Event</b> during the Spring semester.   | <p>Students must enroll in the Career Events powered by <b>Careers @ Nova SBE #MYC</b>, by registering in Job Teaser, Nova SBE Career Center.</p> <p>In each event, we will inform the students how the attendance will be controlled.</p> |
| CV Checkpoint (VMOCK) | Until Apr. 29 <sup>th</sup> | A platform to help you build a powerful CV, according to Nova SBE guidelines.   | Students must attend CV checkpoint session and upload their CV on VMOCK until <b>April 29th</b> reaching a minimum of <b>70 points</b> . | <p>All students are automatically enrolled in this session.</p> <p><b>VMock platform:</b> Students will need to sign-up with Nova SBE email by creating a password.</p>  |
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### 2. Career Online Tools

Nova SBE students have exclusive access to several online tools where they can find valuable information for their job hunt:

- *Nova SBE Career Center by JobTeaser* - the students' door to the marketplace! Companies have direct access to Nova SBE Career Center by Job Teaser and to students' CVs (if approved by the student). Among other services, it includes a *Resources* database with extensive support materials.
- *HigherEd* - a job search platform by EFMD, a Network to which Nova SBE belongs. You can access it via Nova SBE Career Center.
- *GoingGlobal* - worldwide job/internship listings and international career guides. Goingglobal is accessible via Nova SBE Career Center quick links on the home page.
- *Firsthand/Vault* - job search help with career advice and mock interviews, among others, organized by sector. Vault is accessible via Nova SBE Career Center quick links on the home page.
- *VMock* - an online tool that provides detailed feedback to improve your CV down to the last bullet point. Students receive access to VMock via e-mail.
- *Big Interview* - It's a step-by-step system that combines experts video lessons and an interactive video practice tool to help students land their dream jobs.
- *Graduates First* - Practice free online numerical, verbal, logical reasoning, personality tests, assessment center exercises.
- *Preplounge* - Prepare for case interviews and launch your career in consulting. Have access to unlimited mock interviews with peers from all over the world and extensive content unlocked.

Access to Nova SBE Career Tools is covered by Nova SBE Code of Conduct. Access is exclusive to Nova SBE students who are responsible for the reliability and veracity of their profile information. Noncompliance with these rules implies the application of sanctions accordingly, including the exclusion of Nova SBE Careers and Alumni services.

### LEARNING OBJECTIVES

A - Knowledge and Understanding

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This course encourages reflective thinking about the self and possible career path.

**B - Subject-Specific Skills**

This course capacitates students on job search tools and recruitment processes; encourages the use of online tools to support career development and job search.

**C - General Skills**

This course broadens students' knowledge of specific job areas and functions.

**DEMONSTRATION OF THE COHERENCE OF THE SYLLABUS WITH COURSE UNIT AIMS/LEARNING OBJECTIVES**

Not applicable.

**TEACHING AND LEARNING METHODS**

Short theoretical debrief followed by practical exercises on different subjects related to personal and professional development. When relevant, case studies will be presented.

**ASSESSMENT**

**PASS OR FAIL**

Mastering Your Career is a mandatory component of all Masters Programs worth 2 ECTS.

As above the requirements for the program are as follows:

- Career interview & Industry reflection.
- Virtual Career Fair (attendance of at least 2 Talks).
- Career Workshop (mandatory attendance in 1 Career Workshop, enrolled in Bidding)
- Career Event (mandatory attendance in at least 1 Career Event).
- CV Checkpoint (mandatory to score at least 70 points using Vmock) and attend the session.

**All sections must be completed during the Spring Semester 2021/2022, by April 29th.**

**We will not accept permutes between Career Workshops and we will only accept justified absences ( If a student does not attend the workshop, he/she will automatically be enrolled for a final evaluation format .**

Failing the requirements until **April 29th** implies that students will have to go through a final evaluation format.

By failing the Mastering Your Career you will be submitted to a final evaluation format on the next semester.

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### BIBLIOGRAPHY

Delivered in class and uploaded onto Moodle when relevant.

### ADDITIONAL INFORMATION

#### Course Impact Relation

Through the teaching period, the course equips students with foundational skills that will enable them to manage their professional careers - directly related to SDG 8 - Decent Work and Economic Growth, which covers problems such as youth unemployment.

