

The Hong Kong University of Science and Technology
Division of Emerging Interdisciplinary Areas
IIMP 2000 – Academic and Professional Development

Course code: IIMP 2000 (0 credits)
Course title: Academic and Professional Development
Course instructor: Prof. King L. CHOW
Target students: IIM students
Grading requirement: Pass or Fail, maybe graded PP

Course description:

For IIM students only. This course is designed to assist students in developing attributes necessary for professional growth. This course will also provide academic advising to students, to enhance their job hunting skills and, to improve their communication skills. Students are required to attend discussion sessions with advisors and selected workshops. Graded P, PP or F.

Teaching and learning activities:

1. Meeting with your advisory committee (at least once per semester).
2. Meeting with Program Director (at least once per semester).
3. Participating in the career-related workshops/seminars offered by the Career Centre or major-related workshops/events offered by Departments/Schools (at least once per year).
4. Meeting with IPO's Career Advisor at least once (throughout your entire study in IIM).

** The title of the workshops/seminars may vary every semester. If there is any discrepancy, please check with the Program Office in advance. Workshops/seminars not listed on the list below may also be counted on a case-by-case basis. Please seek approval from the Program Office in advance.*

List of workshops/seminars offered by Career Centre:

<p>1. <u>CV Writing/ Cover Letter Writing</u></p> <ol style="list-style-type: none"> a. CV Writing Workshop b. Intensive CV Makeover Clinic c. CV Critique d. Cover Letter Writing Workshop e. Intensive Cover Letter Writing Clinic 	<p>2. <u>Interview Skills</u></p> <ol style="list-style-type: none"> a. Interview Skills Workshop b. How to Stand Out in a Group Discussion c. Group Discussion Practicum d. Case Study Practicum e. Dress and Grooming for Interviews f. Standing Out From the Crowd With a Powerful Self-introduction g. Manners and Grooming for Successful Interview h. Winning in Panel Interview i. No More Stress in Job Interview
<p>3. <u>Networking Skills</u></p> <ol style="list-style-type: none"> a. Professional Etiquette for Networking b. Networking Skills: Dress and Grooming c. Networking Skills: Presentation and Public Speaking Skills 	<p>4. <u>Personal Brand Building</u></p> <ol style="list-style-type: none"> a. Walk and Talk like a Young Professional b. Skincare and Hair Styling Workshop c. Building a Good First Impression d. Personal Brand Building
<p>5. <u>Others</u></p> <ol style="list-style-type: none"> a. Making Your Career Decisions Through Knowing Your Key Strengths b. Mock Aptitude Test Workshop c. Career 101: Maximizing Your Internship Potential d. How to handle (accept/ reject) job offers professionally e. What should I do? Defining Career Goals f. Professional Portraits-taking Session 	