

Special Lecture on Preparation for Career Development

Syllabus Number

3H321

Special Subjects
Elective 2 credit

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1. Course Description

In this lesson, students can practice the skills and know-how necessary for job examination. Students will learn the following items so that they can success in job examination while doing group work.

Company survey ⇒ Create resume and entry sheet ⇒ Entry ⇒ Company briefing ⇒ Test interview ⇒ Last interview test

This lesson is related to DP1.

2. Course Objectives

- Students can act after understanding recruiters' thoughts and recruitment standards
- Students can create entry sheets and self-PR statements that can be understood for recruiters
- Students can practice better interview
- Students select five companies they want to enter seriously

3. Grading Policy

Students will be evaluated at 70% regular report and 30% report only if all reports are submitted. Feedback and add explanations about points to be corrected when returning the report.

4. Textbook and Reference

Textbook

Materials papers will be distributed in class.

5. Requirements(Assignments)

Students should not be late or absent at this lesson.

6. Note

7. Schedule

- [1] Let's write a resume. Problems of job hunting activities at Utsunomiya campus.
- [2] Personnel image that the company wants for students and recruitment plan
- [3] Difference between students' feelings about job hunting and recruitment standard
- [4] Mistakes that students think they can choose a company
- [5] Entry sheet and self PR
- [6] Role and effect of resume
- [7] Taking advantage of the resume
- [8] Fatal error made by students in corporate visits / corporate tours
- [9] Behavior of students winning success in company visits / corporate tours
- [10] Let's pass by utilizing entry sheet / resume
- [11] Brush up submitted documents
- [12] Learn the importance of job interview
- [13] Practice of job Interview
- [14] Job hunting simulation
- [15] Test, Summary