**Week 1: Introduction to Professional Practice**

* **Career Path Research & Presentation:**
  + **Task:** Each student selects one or two IT career paths (e.g., cybersecurity, data science, software development) and prepares a 5‑minute presentation.
  + **Deliverable:** A slide deck (5–7 slides) that outlines typical roles, required qualifications, career trajectories, and emerging trends.
* **Job Description Analysis:**
  + **Task:** Choose a current IT job posting and analyze it by identifying both technical and soft skills required.
  + **Deliverable:** A written summary (100–150 words) or an annotated document highlighting essential qualifications and any potential gaps in one’s own skillset.
* **Comparative Job Listings:**
  + **Task:** Find three entry-level or graduate IT job listings. Compare them in a table format.
  + **Deliverable:** A table that lists common required skills, certifications, and experience.

**Week 2: Resume/CV Writing**

* **Drafting a Tailored CV:**
  + **Task:** Using LaTeX on Overleaf, create a CV draft tailored to a specific job description.
  + **Deliverable:** A polished CV document that emphasizes relevant skills, projects, and experiences. Follow a provided LaTeX template to ensure consistency.

**Week 3: Cover Letter Essentials**

* **Cover Letter Writing:**
  + **Task:** Write a cover letter for a job you researched previously.
  + **Deliverable:** A 1-page cover letter that demonstrates understanding of the company’s needs, highlights relevant achievements, and clearly conveys your enthusiasm.
* **Technical Interview Question:**
  + **Task:** Solve one technical problem (choose from coding, system design, or troubleshooting).
  + **Deliverable:** A written solution with clear explanation and diagrams (if applicable), along with a brief reflection (100–150 words) on your approach.

**Week 4: Networking Skills**

* **LinkedIn Profile Creation & Networking:**
  + **Task:** Build or update your LinkedIn profile to reflect your professional interests.
  + **Deliverable:** A completed LinkedIn profile and a list of at least five connections (classmates, industry professionals, etc.) with a brief note on why each connection is valuable.
* **Research & Discussion:**
  + **Task:** Investigate what makes a strong LinkedIn profile using real-life examples.
  + **Deliverable:** A one-page report or a discussion post summarizing key findings and examples. Participate in an online forum or classroom discussion to share insights.

**Week 5: Personal Branding**

* **Website Development for Personal Branding:**
  + **Task:** Design and develop a personal website that serves as your digital portfolio.
  + **Deliverable:** A live website hosted on GitHub Pages that includes an “About Me” section, resume highlights, project showcases, and contact information.
  + **Enhancement:** Include a short write-up (150–200 words) on your personal branding strategy and design choices.

**Week 6: Preparing an Induction Presentation**

* **Induction Presentation:**
  + **Task:** Prepare a 5‑minute presentation where you introduce yourself, articulate your vision for the organization, and outline where you see yourself in five years.
  + **Deliverable:** A slide deck (5–7 slides) and a recorded presentation (or live delivery) that highlights your career goals and personal values.
  + **Enhancement:** Incorporate feedback from peers or instructors to refine your presentation skills.

**Week 7: Interview Preparation**

* **Answer Preparation:**
  + **Task:** Develop answers for a set of common IT interview questions (both technical and behavioral).
  + **Deliverable:** A written document (or slide presentation) outlining your answers and explaining your thought process.
* **STAR Method Exercise:**
  + **Task:** Choose a behavioral interview question and write a STAR (Situation, Task, Action, Result) response.
  + **Deliverable:** A one-page document detailing your STAR response, ensuring clarity in each section.
  + **Enhancement:** Engage in a mock interview session with peers to practice and refine these responses.

**Week 8: Professional Communication**

* **Professional Email Writing:**
  + **Task:** Write a professional email to a hypothetical employer regarding an inquiry or a follow-up after an interview.
  + **Deliverable:** A polished email draft (around 200–300 words) that follows best practices in tone, structure, and clarity.
* **Role-play Workplace Scenarios:**
  + **Task:** In small groups, role-play scenarios involving conflict resolution, effective meeting communication, and email correspondence.
  + **Deliverable:** A reflection journal entry (150–200 words) discussing what communication strategies worked best and areas for improvement.
* **Response Email:**
  + **Task:** Write an email responding to a hypothetical workplace situation (e.g., addressing a scheduling conflict or feedback).
  + **Deliverable:** A revised professional email that incorporates lessons learned from the role-play activities.

**Week 9: Ethical Considerations in IT**

* **Ethics Research & Report:**
  + **Task:** Research a recent ethical issue in IT (e.g., data privacy breaches, algorithmic bias) and prepare a brief report.
  + **Deliverable:** A report (500–700 words) summarizing the ethical issue, stakeholders involved, and possible solutions or preventative measures.
* **Salary Negotiation & Workplace Rights Discussion:**
  + **Task:** Participate in a class discussion or debate on salary negotiation tips and workplace rights.
  + **Deliverable:** Contribute a brief summary or discussion post (200–300 words) on key takeaways.
* **Negotiation Role-play:**
  + **Task:** Role-play a salary negotiation scenario in pairs.
  + **Deliverable:** A peer-reviewed performance with feedback provided, plus a reflective write-up on the experience.
* **Ethics Reflection:**
  + **Task:** Write a short reflection on your personal stance regarding professional ethics.
  + **Deliverable:** A reflective essay (300–400 words) that ties in ethical theories or frameworks discussed in class.

**Week 10: Continuous Learning and Development**

* **Personal Development Plan:**
  + **Task:** Create a comprehensive personal development plan that outlines the skills you wish to develop, resources (courses, certifications, books), and milestones.
  + **Deliverable:** A structured document or infographic (1–2 pages) that details your learning roadmap for the next 1–3 years.
* **Collaborative IT Problem-Solving:**
  + **Task:** Work in teams to tackle an IT challenge (e.g., design a secure network, plan a project implementation, or troubleshoot a common IT issue).
  + **Deliverable:** A group report or presentation (5–7 minutes) detailing your solution, design considerations, and decision-making process.
  + **Enhancement:** Include roles and responsibilities for each team member and a reflective section on teamwork.

**Week 11: Final Presentation and Reflection**

* **Career Pitch Presentation:**
  + **Task:** Prepare a 3‑minute pitch that summarizes your career goals, personal brand, and why you are a strong candidate for your chosen field.
  + **Deliverable:** A concise presentation (slide deck or recorded video) that captures your professional narrative and future vision.
* **Final Reflection:**
  + **Task:** Write a reflective piece on the course and your personal growth over the semester.
  + **Deliverable:** A 500–600 word essay that discusses lessons learned, challenges overcome, and future steps in your professional practice journey.
  + **Enhancement:** Optionally incorporate peer and instructor feedback received throughout the course to demonstrate development.