



جامعة الأمير محمد بن فهد الأهلية
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Prince Mohammad bin Fahd University
Core Curriculum: Department of Humanities and Social Sciences

UNIV 1211 Professional Development & Competencies
Section 106 for Dr Dion C. Smythe
Assignment Title: Professional Preparation Readiness

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Assignment 1

Professional Preparation Readiness

Purpose of Assignment

- This assignment helps you understand your workplace preparation and readiness.
- This assignment will help you understand self-assessment in the career process.

Objectives

- To help students understand how to find and use tools for self-assessment
- To help students think about their workplace readiness and strengths
- To help students set goals to develop skills and areas of expertise to prepare for the workplace

Requirements

Step One: Assessments:

Take the three assessments listed below. At the end, you will summarize your results, analyze the results, and then reflect about what this means.

1. Meyer Briggs Personality Test

The Personality TYPE log is designed to help you assess your personal characteristics. What kind of a person are you? Are you a 'people person'? What kinds of information do you like to use [words, numbers, pictures]? Do you make decisions with your head or your heart? Would you rather be doing activities on a scheduled basis or just act spontaneously? The Jung Personality Type Test, often called the Myers Briggs Type Indicator (MBTI), reveals your personal preferences on each of four scales of basic preferences.

You have read Chapter 2 on Personality (Corvette, 2014, pp. 20 to 25). Then go to this link <http://www.humanmetrics.com/cgi-win/jtypes1.htm> and take the test. Test should take you no longer than 20 minutes. You must answer all questions at your initial sitting to be able to obtain the self-assessment result; do not 'overthink' your answers. There is no 'right' or 'wrong' answers; the test is interested in finding out what is 'right' for you.

This is the alternate URL for the same test: <http://www.16personalities.com>



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When you have taken the test, then please state your personality type by copying your exact results from the web site and pasting them into the summary sheet (see attached). Only enter the four letter code in all capital letters such as (ESTP, INTJ, etc.) and (2) analyse your answers by using these headings:

- INTROVERT versus EXTROVERT
- SENSING versus INTUITIVE
- THINKING versus FEELING
- JUDGING versus PERCEIVING

Discuss your results by giving examples or personal stories that support or contradicts the test results. The test is not always an accurate result of an exact science; you may disagree with your results. Different marks are NOT allocated for the different letter-combinations, merely that you have completed the test, noted the result & discussed the results in light of your self-knowledge.

2. **Multiple Intelligence Test:** <https://www.edutopia.org/multiple-intelligences-assessment>

Howard Gardner articulated that people have different intelligences and their strengths express themselves differently. Read Corvette (2014) pp 25-29.

The different intelligences are listed below (retrieved from Edutopia, last updated 2016)
<https://www.edutopia.org/multiple-intelligences-research>

Howard Gardner's Eight Intelligences

The theory of multiple intelligences challenges the idea of a single IQ, where human beings have one central "computer" where intelligence is housed. Howard Gardner, the Harvard professor who originally proposed the theory, says that there are multiple types of human intelligence, each representing different ways of processing information:

- **Verbal-linguistic intelligence** refers to an individual's ability to analyze information and produce work that involves oral and written language, such as speeches, books, and emails.
- **Logical-mathematical intelligence** describes the ability to develop equations and proofs, make calculations, and solve abstract problems.



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- **Visual-spatial intelligence** allows people to comprehend maps and other types of graphical information.
- **Musical intelligence** enables individuals to produce and make meaning of different types of sound.
- **Naturalistic intelligence** refers to the ability to identify and distinguish among different types of plants, animals, and weather formations found in the natural world.
- **Bodily-kinesthetic intelligence** entails using one's own body to create products or solve problems.
- **Interpersonal intelligence** reflects an ability to recognize and understand other people's moods, desires, motivations, and intentions.
- **Intrapersonal intelligence** refers to people's ability to recognize and assess those same characteristics within themselves.

Optional: Criteria Cognitive Aptitude Test Sample test:

<https://www.12minprep.com/quizzes/free-ccat-mock-test/>

This is a sample of a test that many companies are now giving their employees to see where their strengths lie and what aptitudes a prospective employee brings to a company. Since some of the skills tested will be hard for first year students, you may take this test, to see what to expect, but students do not have to record their results.



Step Two: Summary Sheet for Test Summary and Analysis. Prepare an individual summary analysis of your strengths, abilities, and areas needed for improvement.

1. Meyer Briggs Personality Test

Write the four letter result from the test here: ___I___ ___N___ ___T___ ___J___

Discuss the personality type which is stronger in you and give a story or evidence from your life why you agree or disagree with this result:

- **INTROVERT versus EXTROVERT**

The result test has shown that I slightly lean to be an Introvert person by 9%. Thinking of my personality and behaviour, I would agree with this result. I find myself more comfortable being in my own rather than being in a group. For example; when I'm at home I would spend most of my time by my won in my room, also when I have to be outside for a long time, I find myself thinking about how comfortable I would be if I was in my room.

- **THINKING versus FEELING**

The result of the test has shown that I have a strong intuitive behaviour by 62%. I strongly disagree with this result. I constantly find myself thinking about thinking of problems or situations deeply. I would think of the reasons of the outcome and how to lead myself to it, or avoid it. For instance; when I'm asked what I think of certain situation, I find myself taking a logical approach. However, I think nobody can escape from pacing his/her reaction from a feeling about them, because experience has an massive effects on our feelings.

- **JUDGING versus PERCEIVING**

The test has shown that I am a very judging person by 66%. I want to believe that I'm not a judging person, but I have to agree with the result on this. I was told by other people that I can be judgmental with a good conscious. I think I try to advice people who ask me for advice, however I end up judging them without noticing. I have recently been notified about it, and after along thinking I agreed.



2. Multiple Intelligence Test:

Record the top three intelligences from the test. Give evidence from your life why you agree or disagree with the test result

1. The test has shown that I'm 88% logical and mathematical. I am pleased with this result. I like the logical approach to every conflict or idea. I am good in math, and I think we can relate all our thinking to the logic of math. Occasionally I find myself organising my thoughts on the bases of logical order, and by that I think I can reach the best outcome. A friend of mine has told me that she's planning on making a custom for Halloween, but she was afraid that she might not be able to finish it on time, so I started suggesting to her an order of steps that will help her finishing it.
2. According to the test I am 75% interpersonal. I kind of agree with this result. I like to form relationships with all kind of people. However, I find myself more comfortable being on my own. I don't find making relations with other people hard, but I find it hard to maintain them. As a new student in the university for example, I established good friendships with verity of students who have different personality, but until they are kind of in university friendships only.
3. The test has shown that I am 67% visual-spatial learner. When reflecting on my personality, I do believe this estimation is correct. When I have things explained to me I always try to look for examples and I feel I would understand better if I see the problem solved in front of me. I feel when I watch a YouTube video for example that explain something, more comprehending than if the same thig was explained without visual aid.

3. Workplace Skills:

MS Office software knowledge:

Program	Beginning	Intermediate	Advanced
Word			x
Powerpoint			x
Excel		x	
Other:			
C+, C++	x		



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Based on the result of these tests, what do you think about your choice of major so far? Tell me what supports your choice. Suggest where you perhaps need to improve.

Organize your answer with an introduction. Then give two or three ideas supported from examples from the summary sheet and from your life [as sentences]. Write a conclusion which gives your point of view – do you agree or disagree with the results of the test and your appropriateness for your career choice:

The major I have picked is Information Technology (IT). This is my second choice of major, as I have studied electrical engineering in the past, and I was not successful at it. IT is a major that requires a constant update to my knowledge. It also requires a fair amount of mathematical understanding. Moreover, to be successful in this major I would have to be visually skilled, since the major deals mainly with computers. When considering the results of the two test, I think my I made the right choice. Furthermore, I have always had a companion for technology. For example; when I was younger we weren't allowed to use the internet in the house, but I kept insisting on it until I actually bought a modem for the computer and installed myself, then my parents were confined that the internet can actually be beneficial. I was also the reason to have a television in the house, but before tv was allowed in our house I would hide the receiver inside another device and watch tv when nobody is around. In addition, what makes me think IT is right major for me is the, my family conceder me as the reference regarding and technological problem. Finally, the tests have shown that my personality fits to be an IT majored person. I agree with most of what the test has shown, except for being and intuitive more than a thinker. I do not agree with that point because I find myself constantly thinking in a logical manner rather than acting on my feelings.



Step Three: Goal Setting Report

Professional development planning involves self-assessment through goal setting and defining strategies for achieving them. Here, you are going to create a personal self-assessment plan – an honest, self-reflective appraisal of your interests, skills, personality, and values – by answering the following 10 sets of questions.

For each of these 10 questions, make sure to provide **SMART** – Specific, Measurable, Attainable, Relevant, and “Trackable” answers. Be ready to talk about your SMART professional development plan in class.

- Specific (General and vague goal /strategies are not useful.)
- Measurable (How can you tell when you have met the goal?)
- Attainable [Achievable] (Unrealistic goals cause a feeling of failure.)
- Relevant (What is important to you, both professionally and personally?)
- Trackable [Timely] (Can you observe your goals being achieved? Is there a feeling of accomplishment as you progress?)

Look at the PMU degree plan for your major before you answer the questions:

1. What do I want to do with my life?
2. What careers interest me?
3. What skills do I have?
4. What skills do I need?
5. What new skills would I like to acquire?
6. How do I best prepare for my career?
7. Which courses, and supplemental education, would be best for me?
8. How do I get practical experience while at university?
9. Should I take an internship? Should I study abroad? Should I volunteer to work in a company? Where? When?
10. How can I develop leadership or other skills that will strengthen me for my future work?

Write answers to the questions on the next page. Write in complete sentences and organize your answers so that they create one or two paragraphs. Use answers from your assessment summary sheet to complete this exercise. Write an introduction and a conclusion to your work.



My Job Preparedness and Professional Goals Analysis

I ask myself what do I want to do with my life constantly, and I believe the answer to this question should be different according to your states in life when ask that question. For instance; at the moment I am an academic student, so my goal is to finish my studies successfully, and then find a good job in my major. However, later in life our responsibilities, passion, and priorities might change, and we have to act accordingly. I think I would be more interested in academic career rather than working in an office. As of this moment I don't think I have all the skills I need to be successful in my goals, but since I'm in an academic institution, I think I'm in the right path to be fully skilled and the next step would be to practice to gain more experience. To more enhance my skills further I think I should keep myself always updated to what's new in technology. I should also try to have connections with people who are already experts in my major. Furthermore; joining courses outside the university in my free time to build a good foundation. I'm thinking about finding internships every summer if I'm not taking any courses as well. I had the experience of studying abroad and I believe it has enriched my life tremendously. Meeting people from different culture gives a wider understanding of how to interact with others. By analysing different people from different culture you can also find a common ground on humane behaviour. From my interaction with other people I can develop a good understanding about myself. From this understanding I can start to show myself the way on how to be a good leader. One of the most important ways to be a good leader is to take the initiative on the tasks given to you, and start organizing your group by dividing the tasks on each of them. Also what makes a good leader is the ability to solve conflict between the members of your group. However, I think leadership starts by one self, by leading yourself and having a good management skill.

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