



5COSC999C: PROFESSIONAL DEVELOPMENT
COURSEWORK BRIEFING

1. Coursework Item: Developing CV

Coursework Item	Details of the Assessment	Specific Requirements	Due Date	Weightage
Individual Assignment	Develop your CV to be used for Industry Placement in the Internship Year	Strictly adhere to the CV format and specifications discussed in the lecture	11 th November, 2023	50% of the Final Grade 45% for CV 5% for the submission of the Peer Review *However, if you fail to submit the Resume Peer Review Form no marks will be awarded for the coursework.

2. Rubric for Final Grading and Formative Feedback

Checklist/ Criteria	Description	Needs Improvement	Average	Excellent (Meets Expectation)
Overall Template and Appearance (6 Marks)	The CV should be easily read, well organized, good line of sight (Professional Template), and consistent formatting	0	1-3	4-6
Spelling, Punctuation, Grammar, and Mechanics (5 Marks)	Polished CV with no grammar/ Spelling related mistakes	0	1-3	4-5
Personal Statement (4 Marks)	Well-written providing insight into the candidate's qualifications, aspirations,	0	1-2	3-4

	and alignment with the expected internship opportunity			
Contact Details (4 Marks)	Clarity- Name/ Mobile Number/ Email Address Links to Professional Profile (LinkedIn)/ Any other portfolio	0	1-2	3-4
Education (7 Marks)	Education information clearly listed down- Includes- Institutions/ Degree Title/ Degree Program/ Modules Taken etc.	0	1-4	5-7
Experience (Projects/ Volunteer) (7 Marks)	Entries for Project Experience- IIT Group Project/ Outside Projects	0	1-4	5-7
Achievements (Awards/ Participations/ Extra-curricular/ Co-curricular) (7 Marks)	Clearly Lists information on hackathons/ competitions/ certifications/ awards/ participation/ extra-curricular/ co-curricular or any related area	0	1-4	5-7
Evidence for Teamworking/ Leadership Skills (3 Marks)	Entries in extra-curricular/ co-curricular-project experience- demonstrating responsibilities taken as a team member/ team leader	0	1-2	3
Referees (2 Marks)	Lists 2 referees with contact information/ designation (Ideally one needs to be an IIT Academic)	0	1	2

3. Guide to Submission

*You need to Review and Edit your CV based on the comments you receive in the Peer Review before you submit on LMS and your CV and Review Form will be cross-checked.

Both the documents; Updated CV and Resume Peer Review Form need to be submitted to the LMS <https://learning.iit.ac.lk/course/view.php?id=270> to the relevant folder of your Group.

CV Format: PDF (Please rename the file with GroupNumber_IITStudentNo

Eg. SEG5_20211268 or CSG1_20211123 or AIDSGA_20211268

Resume Peer Review Format: PDF when submitting to LMS