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| Module Name and Code | Developing Professional Identity 3ACHE006C |
| CW weighting | 50% |
| Lecturer setting the task with contact details and office hours | Rano Nurmanova  Phone: 238 74 00 ext.  E-mail: rnurmanova@wiut.uz |
| Submission Deadline | 28.06.2021 |
| Results date and type of feedback | Written  12.07.2021 |
| **The CW checks the following learning outcomes:** | |
| 1. Identify one’s aptitudes, skills and their application in shaping one’s professional identity; 2. Produce a piece of written work (eg. CV, job application email, etc.) relevant to business communications; 3. Identify, analyse and apply relevant methods of communication | |

**Task**

Work individually. Produce a professional portfolio which should include:

1. CV
2. Email of Application for a Job
3. Reflective analysis

The following may be helpful guidelines:

1. Write a CV, which accurately reflects your qualifications, skills and experience. To write the CV, you have to find a job advertisement that is suitable for you. Use newspapers, Internet, etc. to search for a position that is appropriate for your qualifications and experience. If the original advertisement is not in English, submit a copy in the original language and a copy in English [translation summary].

2. Write a 250-word job application email for a selected job/cover letter. Do NOT choose a job for which you are not qualified.

3. Write a 600-word reflection, which focuses on your self-development over this academic year.

You should reflect on the following aspects:

* results of exploration of your interests, skills, abilities and aptitudes;
* skills you developed and/or improved, the experiences you have had;
* job interview analysis, with emphasis on your insights into the interview process and effectiveness of the interview. Watch the job interview, following the link: <https://www.youtube.com/watch?v=ExJZAegsOis>

**Format**

1. Submit your work on the intranet as one Word document. Entries should be in the following order:
   1. CV
   2. Job Application Email
   3. Reflective analysis
   4. Appendix: Screenshot of the job advertisement
2. Pages should be numbered.
3. Word-count must be included on the page of each entry (do not include attachments and bibliography in the word-count).
4. Please do not submit any loose pages.
5. Use Harvard referencing system.

**Assessment criteria**

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| **Mark** | **CV 20% of the mark**  **LO3** | **Application Email 30% of mark**  **LO3 and 4** | **Reflective analysis**  **50% of the mark**  **LO1** |
| 80+ | * Job advertisement is included and the source is identified. Correct chronological order. All personal details are clearly stated – name, full address, telephone number, email, date. Objective is clearly stated. All categories, such as education, work experience, are included and are skillfully written. Outstanding style, grammar, and spelling. Overall presentation is of excellent standard with proper alignment, skillful use of font size, bold type. | * Email writing conventions are strictly adhered to with no areas of weakness. All the information is presented. Excellent matching of content of email to job which is very appropriate to qualifications. Email is consistent with CV. * Excellent structure with excellent introduction, body and conclusion. Correct salutation. Email is signed. Email is well organised. * Excellent style and tone, grammar, vocabulary and spelling. Email is clear and persuasive. | * Skillfully written reflection with specific comments about the student’s self-exploration, skills exploration and development. * Excellent reflection on the process of an interview and justified comments on the effectiveness of the interview. * Excellent style, grammar and spelling. |
| 70-79 | * Job advertisement is included and the source is identified. Correct chronological order. All personal details are clearly stated – name, full address, telephone number, email, date. Objective is clearly stated. All categories, such as education, work experience, are included and are skillfully written. Excellent style, grammar, and spelling. Overall presentation is of a very high standard with proper alignment, skillful use of font size, bold type. | * Email writing conventions are adhered to. All the information is presented. Very good matching of content of email to job which is very appropriate to qualifications. Email is consistent with CV. * Structure is very good with suitable introduction, body and conclusion. Correct salutation. Email is signed. Email is well organised. * Very good style and tone, grammar, vocabulary and spelling. Email is clear and persuasive. | * Very well written reflection with specific comments about the student’s self-exploration, skills exploration and development. * Very good reflection on the process of an interview and justified comments on the effectiveness of the interview. * Very good style, grammar and spelling. No errors. |
| 60-69 | * Job advertisement is included and the source is identified. All personal details are clearly stated. Chronological order is mostly correct. Objective is stated. All categories are included and are well written. Pleasing style, grammar, and spelling. Overall presentation is of a very good standard with proper alignment, good use of font size, bold type. | * Email writing conventions are adhered to. Almost all the presented information is presented. Very good matching of content of email to job which is appropriate to qualifications and consistent with CV. * Structure is good with suitable introduction, body and conclusion. Correct salutation. Email is signed. Email is well organised * Pleasing style and tone, grammar, vocabulary and spelling. Email is clear and persuasive. | * Well-written reflection with specific comments about the student’s self-exploration, skills exploration and development. * Good and justified comments on the process of an interview and justified comments on the effectiveness of the interview. * Pleasing style, grammar and spelling. Almost no errors. |
| 50-59 | * Job advertisement is included and the source is identified. Most personal details are clearly stated. Chronological order is mainly correct. Objective is stated. Most categories are included and generally easy to read. Generally good style, grammar, and spelling. Overall presentation is of a good standard. Alignment, use of bold type and font size are usually good. | * Email writing conventions are generally good. Most of the necessary information is present. Good matching of content of email to job which is mostly appropriate to qualifications and mostly consistent with CV. * Structure is generally good with good introduction, body and conclusion. Correct salutation. Email is signed. * Minor problems with style and tone, grammar, vocabulary and spelling, which do not impede understanding. Email is clear and persuasive to some extent. | * Generally, well written reflection with some comments about the student’s self-exploration, skills exploration and development. However, there may be some problems with a few categories. * Generally good comments on the process of an interview and the effectiveness of the interview, though not always justified. * Good style, grammar and spelling. Few errors. |
| 40-49 | * Job advertisement included and the source is identified. Some personal details are given. Some problems with chronological order. There is an objective but it is not clear. Some categories lack sufficient detail. Some problems with style, grammar, and spelling. Overall presentation is satisfactory but some problems with alignment, use of bold type or font size. | * Some email writing conventions have been followed. Satisfactory level of information. Text can be shorter than required. Satisfactory matching of content to job. Job may not be completely appropriate to qualifications and may not be consistent with a CV. * There is an introduction, body and conclusion but the ideas are not always easy to follow. There is a salutation but it is not correct. Email is signed. * Some problems with style and tone, grammar, vocabulary or spelling, which can impede understanding. Email is not very persuasive. There may be occasional cases of plagiarism. | * There is a satisfactory written reflection with few comments about the student’s self-exploration, skills exploration and development. The discussion is not always easy to follow. * Some comments on the interview process and its effectiveness are presented and they may be not well justified. * Some problems with style grammar and spelling. |
| 30-39 | * Job advertisement is included. Very few personal details. Many problems with chronological order. There is no objective or it is very difficult to understand. Some categories are present but lack sufficient detail and they are not easy to follow. Some problems with style, grammar, and spelling. Overall presentation is not easy to read. Poor use of alignment, font size and bold type. There may be occasional cases of plagiarism. | * Problems in adhering to correct email writing conventions. Some information is included but it is not sufficient. Text can be considerably shorter than required. Poor matching of content to the job. Job not appropriate to qualifications. Email is not consistent with CV. * Introduction, body, conclusion is not clear or even missing. Salutation is incorrect. Email is signed incorrectly. * Style and tone are not always appropriate. Frequent problems with grammar, vocabulary and spelling, which impede understanding. Email is presented just about satisfactorily. Email is not persuasive. There may be occasional cases of plagiarism. | * Poor reflection on a student's self-exploration and skills development. The discussion is not easy to follow. * The analysis describes the interview process but it lacks sufficient details and it is not easy to follow. * There are many errors in style, grammar and spelling. There may be occasional cases of plagiarism. |
| <30 | * There is no job advertisement. Many personal details are missing. There is no objective. There is insufficient information. Style is inappropriate. Many errors with grammar and spelling. Overall presentation is very difficult to follow. Very poor use of alignment, font size, bold type. There may be significant cases of plagiarism. | * Email writing conventions are not adhered to at all. The content of the email does not relate to any of the scenarios provided. Very little information has been included. Job is not appropriate to qualifications. Email is not all consistent with CV. * Poor structure with no proper introduction, body or conclusion. Salutation is missing. Email is not signed. * Style and tone are inappropriate. Far too many errors in grammar, vocabulary and spelling. Email is of low quality. There may be significant cases of plagiarism. | * There is irrelevant and insufficient information. * No comments on the interview process and its effectiveness. * Far too many errors in style, grammar and spelling. There may be significant cases of plagiarism. |