



College of General Studies - KFUPM

COURSE OUTLINE FOR CGS 392 Career Essentials

Course Code	CGS 392
Course Title	Career Essentials
Length of Study	1 Semester (15 Weeks)
Contact Hours	2 hours per week
Prerequisites	Completion of English 214

COURSE DESCRIPTION

CGS 392

Career Essentials will focus on three areas that will ensure a smooth transition from life at the university to a life adventure in a company. The first module equips students with creative problem-solving skills to manage different types of challenges they may face in the workplace. The second module builds four fundamental skills that will help graduates survive and thrive in a new work environment. The final module engages students in the task of profiling companies they are interested in working for and ensuring they are prepared for behavioral style interviews preferred by companies today.

COURSE OBJECTIVES

The objectives of this course are:

- A. To develop a creative mindset, effectively frame problems or challenges and use a creative problem solving (CPS) technique to find solutions to those problems
- B. To provide awareness of expectations in a professional environment and practice skills for prospering in that environment
- C. To develop the ability to assimilate and communicate experience and knowledge in a job interview setting

COURSE MATERIALS

Course developers have created the 3 modules of *Career Essentials* focusing on a select set of skills for students to practice. Each module has materials specifically designed to facilitate meeting the course objectives. These materials also fit a flipped classroom approach that focuses on a “practice to proficiency” style of delivery. Lastly, the materials promote active learning through kinesthetic interaction and help students develop an understanding of teamwork and its role in the corporate environment.



College of General Studies - KFUPM

INSTRUCTIONAL OUTCOMES

On successful completion of the course, students should be able to do the following.

Creative Thinking & Problem Solving

1. identify how creative skills have been used in real-world inventions.
2. reframe problems/challenges from a variety of perspectives.
3. create a set of solutions for a range of problems by employing specific creative subskills and a common creative problem-solving technique.

Corporate Culture

1. identify and explain in their own words specific ways to add value, and demonstrate the skill of adding value at a weekly progress report meeting.
2. identify and describe specific ways to take the initiative, and demonstrate ways to take the initiative in a project team meeting.
3. use a number of communication techniques common to persuasion and negotiation.

Interviewing

1. anticipate what prospective managers are looking for from their employees (and thus from applicants) in an interview setting and respond accordingly.
2. identify and describe their Skills, Attributes, Goals and Accomplishments (SAGA) in an interview setting.
3. tell their story using the STAR method in relation to answering behavioral interview questions.

ASSESSMENT AND EVALUATION

1. The grade components and weighting for **CGS 392** are as follows:

Portfolio	30%		Students complete weekly assignments from each module & mini-activities related to Module 1
Creative Problem Solving Test	20%		Using the techniques practiced in the module, students will generate solutions to problems in their academic and/or professional life.
Corporate Culture Presentation	20%		Students present about an interview they conducted with a person reflecting on their experience with the skills learnt in the module.
Behavioral Interview	30%		Students will perform in a real-world behavioral interview simulation for a company they have researched and profiled.

2. M1 & M2 assessments will take place during normal class times, M3 as schedule permits.
3. There will be no official mid-term or final examination.



College of General Studies - KFUPM

GRADING SCALE

PERCENTAGES	GRADES
93 % - 100 %	A+
90 % - 92 %	A
85 % - 89 %	B+
80 % - 84 %	B
75 % - 79 %	C+
70 % - 74 %	C
65 % - 69 %	D+
60 % - 64 %	D
Below 60%	F

Grade Standards

A+: 93–100%

B+: 85–89%

C+: 75 –79%

D+: 65–69%

A: 90–92%

B: 80–84%

C: 70–74%

D: 60–64%

F: 0–59%

Important Notes on Attendance & Grading: As CGS 392 is designed to prepare students for their professional lives, the attendance and grading policies will reflect this transition and the need for students to be accountable for their actions.

1. There will be a **“no upgrade”** policy in this course. Students will not receive an upgrade for less than 5 (five) absences.
2. Students will be penalized for missing more than 4 (four) hours of class during the semester. The penalty is a 1 (one) point reduction on the final semester grade for each absence more than 4 (four).
3. Students will be considered absent if they are more than 5 (five) minutes late to class. **NO EXCUSES**. If more than 5 minutes late, a student will be absent for the first hour, but counted as present for the 2nd hour.
4. The deadlines for the Portfolio work (Homework & Mini-activities) are absolutely firm.

Homework – minus 2% from final semester grade for each missed submission

Mini-activity – minus 0.5% from final semester grade for each missed submission

Missed Work

If you have an **official excuse** from the Department of Student Affairs, you will be allowed to either make up any graded class work that contributes to your final grade or be given an average for the missed work; the teacher will decide. Your official excuse must be the original (blue) document from Student Affairs and it must be presented within one week of returning to class. According to ELD policy, if your excuse for missing a class is personal, your teacher is not permitted to excuse you.



College of General Studies - KFUPM

It is your responsibility to find out about any exam announcements that were made in the class you missed and any homework assignments that you should prepare for the next class. Visit your teacher's *Blackboard* page every day and pay particular attention to the calendar, announcements, and email notifications.



CGS 392: Career Essentials

Pacer – T222

(**Important:** This document is a **draft** and is subject to **spontaneous combustion** revision.)

Week	Class	Day/date	CGS 392: Career Essentials	TERM 221
1	1	Jan 15-19	First day of class Creative Thinking Module (M1) – Course Overview	
2	2	Jan 22-26	Creative Thinking Module (M1) – Creative Thinking & Subskills Mini-Activities 1-4 (<i>What if?</i> Questions)	
3	3	Jan 29 – Feb 2	Creative Thinking Module (M1) – CPS – Randomness Mini-Activities 5-8 (Metaphors/Analogies)	
4	4	Feb 5-9	Creative Thinking Module (M1) – M1 Assessment Prep Mini-Activities 9-12 (SVOs)	
5	5	Feb 12-16	Creative Thinking Module (M1) – M1 Assessment	
6	6	Feb 19-23	Corporate Culture Module (M2) – Lesson 1 <ul style="list-style-type: none"> Module introduction Major Assessment (i.e. group presentation) explanation Skill: Taking the initiative 	
7	7	Feb 26- Mar 2	Corporate Culture Module (M2) – Lesson 2 <ul style="list-style-type: none"> Skill: Adding value 	
8	8	Mar 5-9	Corporate Culture Module (M2) – Lesson 3 <ul style="list-style-type: none"> Skill: Tactical Communication 	
9	9	Mar 12-16	Corporate Culture Module (M2) – Lesson 4 <ul style="list-style-type: none"> Presentation Prep & Teamwork Assessment Prep 	
10	10	Mar 19-23	Corporate Culture Module (M2) – M2 Assessment & Teamwork Assessment <ul style="list-style-type: none"> Group presentation Feedback and discussion 	
11	11	Mar 26-30	Interview Module (M3) – Lesson 1 <ul style="list-style-type: none"> Module Introduction SAGA: Skills, Attributes, Goals, Accomplishments Common Interview Questions 	



College of General Studies KFUPM

12	12		Apr 2-6	Interview Module (M3) – Lesson 2 <ul style="list-style-type: none"> • Follow-Up Questions • Storytelling • The STAR Method – Situation, Task, Action, Result
13	13		Apr 9-13	Interview Module (M3) – Lesson 3 <ul style="list-style-type: none"> • Interviewing Etiquette • Management Perspectives: Core Value and Expectations • Final Exam Procedures and Rubric
14	14		Apr 30- May 4	Interview Module (M3) – Lesson 4 <ul style="list-style-type: none"> • The Interviewing Profile • Mock Behavioural Interviews
15	15		May 7-11	Last day of class (plus additional days as necessary) ❖ Final Interviews
			May 14- 19	❖ Final Interviews
			June 1	Last day for faculty to submit grades