



MATH39991 - 2011/2012

General Information

- Title: Career Management Skills
- Unit code: MATH39991
- Credits: 10
- **This course unit is only available to students on single honours Mathematics degree programmes and for such students it counts as a non-Mathematics course unit. It can not be taken along with MLPX20020/21/22/31/32, Leadership in Action.**
- Prerequisites:
- Co-requisite units: None
- School responsible: Mathematics
- Members of staff responsible: Dr. Tony Shardlow and Karen Butterworth

Specification

Aims

This Career Management Skills (CMS) module has been designed - with the input and involvement of graduate recruiters - to give you an advantage against the competition by helping you to

- Find out what skills employers want,
- Recognise and evaluate the skills you already have,
- Practice and develop your skills through interactive case studies and group exercises,
- Act on the feedback and hints provided to enhance your future performance,
- Gain insight into graduate recruitment practices.

Brief Description of the unit

Students meet once a week in two hour sessions. Each session addresses one particular job skill (see list below). Many of the modules are conducted by employers. The sessions mostly follow group work principles, i.e. after an introductory talk the students divide into groups of about eight and work through tasks designed to familiarize them with the designated skill. The course has no direct connection with mathematics.

Learning Outcomes

On successful completion of the course unit students will

- have learnt about and practiced key career management skills,
- have analysed their skills and abilities and developed strategies for improving them,
- have improved their group work skills by working continuously in small groups,
- have improved their presentation skills by planning and delivering a formal presentation,
- have looked at the range of career areas open to maths graduates,
- have developed an effective CV and practiced interviews.

Future topics requiring this course unit

None.

Syllabus

1. Introduction to Career Management Skills
2. Effective CVs and Application Forms
3. Teamworking
4. Career Choice and Self Awareness
5. Creative Job Search
6. Presentation Skills

7. Psychometric Testing
8. Commercial Awareness – What *really* is It?
9. Interview Skills
10. Assessment Centres
11. Assessed Presentations

The exact subjects covered and the order of the modules is subject to revision according to the availability of employers.

Teaching and learning methods

One Two hour class each week. In addition students should expect to spend at least five hours each week on private study for this course unit.

Assessment

Executive Group Report: weighting 30% Group mark,
Job study: weighting 40% Individual mark,
Group presentation: weighting 30% of which 15% is a Group mark and 15% is an individual mark,
CV and covering letter: Pass or Fail.

Resources

1. Careers Management Skills Module Assessment Handbook,
2. Careers Management Skills Module Outline.