



<b>Jobline</b>	
Course number	4208
Lecturer	Prof. Dr. Angress
ECTS	2.5
Number of semester hours	2 h
Workload	75 h
Type	Elective
Duration	1 Term
Prerequisites	The students should have an entry level of English corresponding to at least B2 (ideally C1) of the European Common Language Framework. More information on the different language levels can be found on the following website <a href="http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en">http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en</a>
Conditions for admission to the examination	In order to take the oral exam (= mock job interview) students have to submit a written assignment (which consists of several elements of an application and job-specific information).
Type of exam	Oral exam/oral proof of academic achievement
Objectives	<p>The aim of this blended-learning (= e-learning on a moodle platform complemented by modules from Jobline LMU website along with a series of workshops) is to empower students to successfully prepare an English application for a job or internship/work placement abroad.</p> <p>Knowledge and Understanding:</p> <p>Students will acquire the necessary knowledge, skills, and language competency to be able to prepare successfully a job/project application for a position in an English- speaking environment.</p> <p>They will be able to identify and apply relevant job specific terms in English in a written application and through an oral (mock) job interview. (knowledge)</p> <p>Skills:</p> <p>Students will be is capable of using English effectively and appropriately both in writing and speaking (min. B2/C1 level)</p> <p>Students will be capable of engaging in classroom discussions and simulation/role plays relating to job interview situations in English (social competences)</p> <p>Transferable skills:</p> <p>The student builds confidence in interacting with others in English more confidently (independence).</p> <p>They also gain organisational skills in learning how to prepare and engage in all stages of an application process in an international and EU context.</p>
Content	<p>The areas covered in this course comprise <b>key aspects of the (job/internship) application process</b> in general and also create an awareness for working and living in another culture/with other cultures.</p> <p>The course module consists of several parts that are described in more detail here below. Each of them will help students to develop the knowledge, skills and competencies necessary to act professionally in an international, English-speaking environment.</p> <p>Wherever possible, the course is complemented by practical inputs by guest lecturers from the world of academic or practice from abroad/for international students in Germany (using English).</p>



	<p>This is a blended-learning course that is complemented by to material developed within the framework of a project and course by the LMU (<a href="http://www.jobline.lmu.de">http://www.jobline.lmu.de</a>) and supported by online material on Moodle with face-to-face sessions. This combination provides students with step-by-step information and training on key aspects of the job application procedure.</p> <p>The teaching modules consist of the following elements:</p> <p><b>1. Working abroad:</b> This unit is about identifying the work opportunities available to students in English-speaking countries and the general job application procedure in working abroad. This unit also gives students an insight into what working abroad is really like with authentic student reports and case studies.</p> <p><b>2. Job search:</b> In Job search students will read about and practice how to look for jobs in English-speaking countries, how to read and analyse English job advertisements and how to analyse and compile company information</p> <p><b>3. CVs:</b> In this part students will learn how to lay out their CV in both reverse chronological order and in functional CV format. They will get training and practice in drafting and writing a final CV with a strong impact</p> <p><b>4. Cover(ing) letters:</b> Cover Letters takes you step-by-step through the layout and content of a cover letter and shows you the differences between US and UK style. The module also provides you with language training for writing your own cover letter.</p> <p><b>5. Job interviews/SkypeTelephoning:</b> This is the main focus of the interactive workshops. Interviews (generally now also via skype with experts from Finland/UK and Spain and Australia tbc) and role-plays provide students with information and practice for examples of different kinds of job hunter telephone calls and many practical tips for making a professional impression on the phone and in face-to-face job interviews.</p>
International applicability	<p>Students will be able to use the knowledge and skills learned and apply them in an international (academic/professional) context of applying for an internaional job or work placement in English.</p> <p>This course is particularly suitable for students who are preparing for an academic or professional work experience abroad as well for international incoming students.</p>
Bibliography	<p>Material will be made available online via a Moodle course "Jobline" and during the course/the face-to-face workshops</p> <p>Recommended Reading: <a href="http://www.jobline.lmu.de">www.jobline.lmu.de</a></p> <p>Martin Yate. Ultimate Cover Letters. A guide to job search letters, online applications and follow-up strategies. Kogan Page. Latest edition .</p> <p>Martin Yate. Ultime CV. Kogan Page. Latest edition</p> <p>Richard. N. Bolles. What Color is your Parachute. A Practical Gudie for Job-hunters and Career Changers. Ten Speed Press. Latest edition.</p> <p>Semesterapparat Prof. Angress Jobline (selection of relevant material available via Moodle and in the library)</p>
Forms of instruction	Blended learning with input/practical workshops with a focus on the preparation of of mock job/internship applications and job interviews
Language of instruction	English
Availability	Every summer term



Further applicability	Ideally prepares for a practical work experience abroad or for job applications abroad/in an international setting
Remarks	<ul style="list-style-type: none"><li>• 1 compulsory Kick – off preparatory workshop + 4 intensive blocked workshops + final job interview = mock interview/role play = oral exam (all mandatory)</li><li>• Self-study elements (via e-learning moodle course Jobline)</li></ul> <p>This course takes students through <b>all important stages of applying for a job in an international context</b> with a focus on <b>(skype) interviews</b> and <b>active networking</b> as key job search strategies. Besides it will also <b>address (intercultural) aspects</b> of working abroad with cultural-general and country-specific issues. The course will take students <b>through online self-study units</b> which form a major part besides the face-to-face workshops.</p> <p>More information will be given in the first kick-off session (mandatory).</p>