



UK

SYLLABUS 2025-2026

Discovering Careers

MODULE SPECIFICATION

Module Code	2526_PCA_1_EN_005
Campus	Oxford
Department(s)	Career Path
Level / Semester	Undergraduate Year 1 (U1); Equivalent to FHEQ level 4 Semester 01
Language of Instruction	English
Teaching Method	<input checked="" type="checkbox"/> In-person (face-to-face) <input type="checkbox"/> Distance learning (live online) <input type="checkbox"/> e-Learning (asynchronous) <input type="checkbox"/> Hybrid: _____
Pre-requisite(s)?	None
ECTS <i>Reminder: 1 ECTS = between 20 and 30hr- student workload</i>	1
Equivalent FHEQ credits	2
Study Hours	20 hours which comprise of 14 directed learning and 6 independent learning/assessment hours

MODULE DESCRIPTION

Module Aims	This module provides an introduction to career exploration and personal professional development. It encourages students to validate their perceptions of different professions by directly engaging with professionals. Students will acquire practical skills in professional networking, including how to contact professionals and conduct effective interviews. The module also focuses on self-reflection, guiding students to clarify their personal values, skills, and
-------------	---

	professional aspirations. The curriculum culminates in the creation of a CV in response to a specific internship offer, preparing students to take their first steps into the professional world.
Teaching Arrangement	Various pedagogical techniques will be used, including personal development techniques (Tree of Life), role-playing exercises, quizzes, and short answer questions.
Learning Outcomes	By the end of this module, students should be able to: <ol style="list-style-type: none"> 1. Utilise the Parcours Carrière ("Career Path") platform to assist with their professional development. 2. Use the "Tree of Life" method to identify and articulate their talents, values, and projects. 3. Conduct effective networking interviews with professionals to gather information about specific career paths. 4. Craft a professional job application, including a compelling pitch email and a tailored CV. 5. Prepare for a professional interview by demonstrating appropriate posture and effective communication skills.
Competency Goals* <i>(Knowledge, expertise and interpersonal skills)</i>	PGE_U_CG05 - Innovate to adapt to its environment
Alignment with Programme Learning Goals*	PGE_U_CG05_LO04 - Develop decision-making support tools
	PGE_U_CG06_LO01 - Work in a multicultural team and/or environment
	PGE_U_CG01_LO01 - Identify opportunities, analyse situations, co-create solutions and achieve collective performance

SESSION TOPICS / MODULE SCHEDULE

(Please note, a session/sequence may be more than one scheduled class)

Session 1: Introduction

Content:

- Familiarise yourself with the Career Path platform and the module
- Clarify your values through photo-language exercises
- Discover different professions
- Validate your perception of a profession by interviewing professionals
- Develop a professional posture for networking interviews
- Highlight a successful experience and differentiate between experience, skills, and potential

References:

- Career Path Platform (<https://upward.em-normandie.fr/local/pages/carriere-en>)

Assignments:

- Complete the Self-Knowledge test on Upward

Last reviewed: 11/09/2025

Session 2: Skill Identification, Experience Mapping, and Networking Preparation

Content:

- Debrief of the Upward personality test
- Highlight a successful experience using the CAR (Context, Action, Result) method
- Connect experience, skills, and potential
 - Identify skills developed
- Create a poster on a profession/job role, distinguishing between missions, activities, and results
- Analyse an internship/job offer and link experience to required skills
- Prepare key steps for a networking interview
 - Identify essential questions to ask
- Clarify professional posture in a networking interview (do's and don'ts)

References:

- Career Path Platform (<https://upward.em-normandie.fr/local/pages/carriere-en>)

Assignments:

- Register on My Job Glasses
 - Complete profile and schedule a meeting
- Finalise job role/profession/sector poster

Session 3: Poster Presentation & How to Market Yourself

Content:

- Present a job role/profession/sector poster
- Highlight a successful experience
- Analyse an internship offer
- Structure a clear and engaging CV
 - Emphasise key skills and qualifications for better visibility
 - Customise the CV for each job application
 - Use keywords to pass the ATS (Application Tracking System) filters
- Write email pitches, crafting an engaging hook to instantly capture attention and compose a professional, impactful email

References:

- Career Path Platform (<https://upward.em-normandie.fr/local/pages/carriere-en>)

Assignments:

- Finalise your email pitch
- Update your CV

Session 4: Create Your Tree of Life

Content:

- Create your Tree of Life to reconnect with your resources
 - Each part of the tree is metaphorical and highlights strengths, values, key connections, projects, and aspirations
 - Present your Tree of Life and link it to an internship offer
- Develop an action plan

References:

- Career Path Platform (<https://upward.em-normandie.fr/local/pages/carriere-en>)

KEY RESOURCES

1. EM Normandie (n.d.) *Career Path, EM Upward*. Available at: <https://upward.em-normandie.fr/local/pages/carriere-en>.

MODES OF ASSESSMENT

Final Assessment (100%)	Case study
-------------------------	------------

MODULE DESIGN TEAM

- Author: *Marielle Lassarat*
- Reviewer: *Deborah Johnson*
- External Reviewer: *Desislava Ohanians*