

## Course Rationale

Job market trends show that some jobs are disappearing fast while new ones are being created and added to job boards. North American universities are reacting to the scenario in two ways. First, they are developing innovative academic programs at both undergraduate and graduate levels to prepare students for these evolving workplaces; second, they are focusing on student success strategy and career education to achieve their life goals.

Academic institutions recognize that a well-rounded educational experience helps students develop hard skills that they can directly apply to a job and the soft skills required to adapt to a workplace full of diversity.

Student success depends on a successful academic life and career readiness for the transition to professional life. According to John Dewey, "education is not preparation for life; education is life itself." On the other hand, a career is not just a series of jobs; as the National Career Development Association in the USA put it, "a continuous process of lifelong learning, growth, and development." Donald Super's Life-Career Rainbow shows how much time education and career occupy in our lives.

The career choice is also very personal too. So getting it right is the most critical decision one must take. Career development is an ongoing process that starts as soon as a student arrives on campus and continues through university and beyond. Therefore, students must not wait for the final year to learn about career choices and decide.

In addition to helping them become better learners, Canadian universities are helping students with academic and career counselling, personality and self-assessment, career exploration, career decision-making, and employment preparation. For example, Canada's top university, the University of Toronto, is now appointing career educators to achieve these goals. Other education institutions take a similar approach to add value to their degrees by making their graduates good learners and career ready. As a result, many universities in Canada have over 95% employability rate of their graduates.

Using two years of research and professional development programs in Canada, I designed the following course to support student's academic success and career exploration. It's a seven-step process that includes intake interview, skill and interest assessment, analyzing student's perspective with theories, applying models, developing self-marketing tools, job search techniques, further training and execution of the plan.

If you have further questions, pls contact the instructor at [asiuzzaman@edufirst.ca](mailto:asiuzzaman@edufirst.ca)

# Course Syllabus



**Course Name:** Student Success Strategies - Academic

**Course Code:** SSS-AC

**Instructor:** Md Asiuzzaman

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**Delivery Method:** Online/In-class

**Course Duration:** 20 hours/One week

**Required Resources:** No textbook is required as course materials and resources will be provided.

## **Course Description:**

This evidence-based, theoretically-informed course identifies students' personalities and learning styles and helps them develop study skills to become better learners. The course provides a psychological perspective of learning, the idea of self-authorship, and how memory functions while studying. It also helps students hone their skills in active reading, effective listening, extensive note-taking, avoiding procrastination, test preparation, and healthy living using online education tools. Personal exercises will focus on goal-setting, identifying stressors, the color of personality, learning styles, time management, and teamwork.

## **Course Learning Outcomes**

Upon completing the course successfully, you will become a better learner for academic success and achieve goals. Specifically, you will be able to:

1. Recognize personality colours and understand the psychology of learning and the idea of self-authorship.
2. Identify learning styles with the VARK (Visual, Auditory, Reading/Writing, Kinesthetic) model and KLSI (Kolb's Learning Style Inventory).

3. Differentiate learning and studying, focused and defused mode of thinking, and examine how the brain, memory, and attention are essential in the learning process.
4. Evaluate time management and develop study skills with reading, listening, note-taking, and working with peers.
5. Analyze learning goals and use educational technologies as helpful tools to manage time, enhance study skills and achieve goals.
6. Develop a healthy lifestyle conducive to increasing concentration with a 5-minute breathing exercise, healthy eating habits, and regular workout.
7. Create a learning strategy and a learning habit that helps enhance your academic performance towards achieving life goals.

### Course Schedule and Activities

Days	Topic	Learning Activities/Assignments
Day-1	<ul style="list-style-type: none"> <li>-Psychology of Learning</li> <li>-Memory, attention, and using the mind</li> <li>-Personality coded in Green, Orange, Blue, and Gold</li> <li>-Healthy living (breathing exercises for better concentration)</li> </ul>	Activities: Lecture/ class activities  (Detailed activities will be provided when the course is offered)
Day-2	<ul style="list-style-type: none"> <li>-VARK learning style</li> <li>-Kolb's learning style inventory-KLSI</li> <li>-The idea of self-authorship</li> <li>-Study skills (setting SMART goals, reading, and note-taking)</li> <li>-Organizing your work/study materials</li> <li>-Healthy living</li> </ul>	Activities: Lecture/ class activities  (Detailed activities will be provided when the course is offered)
Day-3	<ul style="list-style-type: none"> <li>-More on organizing your work</li> <li>- Factors that facilitate learning</li> </ul>	Activities: Lecture/ class activities  (Detailed activities will be provided when the course is offered)

	<ul style="list-style-type: none"> <li>-Focused and Defused mode</li> <li>-Study skills (listening, time management, asking questions, avoiding procrastination)</li> <li>-Using learning tools (Google, Microsoft apps, and your mobile phone)</li> </ul>	
Day-4	<ul style="list-style-type: none"> <li>-Learning while you sleep</li> <li>-IQ, Mindset, Creativity, Motivation, Giftedness</li> <li>-Ethics, academic integrity, Plagiarism, referencing (five fundamental values of academic integrity)</li> <li>-Study skills (using online tools to increase efficiency and save time during learning)</li> <li>-Working with peers</li> </ul>	<p>Activities: Lecture/ class activities</p> <p>(Detailed activities will be provided when the course is offered)</p>
Day-5	<ul style="list-style-type: none"> <li>- Developing a learning habit</li> <li>-Goals and the plan to implement goals</li> <li>-Changes you made as a learner in a week</li> <li>-Sharing your study skills</li> <li>-Exam anxiety</li> <li>-Final reflections</li> </ul>	<p>Activities: Lecture/ class activities</p> <p>(Detailed activities will be provided when the course is offered)</p>

**(The course will be updated as per the institutional policies and guidelines when offered.)**

## Course Syllabus



**Course Name:** Student Success Strategies - Career

**Course Code:** SSS-CS

**Instructor:** Md Asiuzzaman

**Email:** [asiuzzaman@edufirst.ca](mailto:asiuzzaman@edufirst.ca)

**Delivery Method:** Online/In-class

**Course Duration:** One week (20 hours)/ Extendable up to five weeks

**Required Resources:** No textbook is required as course materials and resources will be provided.

*(Please note: some information, especially the course activities, is withheld in this syllabus version. The full version is available on request. A five-week syllabus is also available.)*

### **Course Description:**

This course identifies theoretical perspectives that shape your career choices and the models that help career exploration and planning. The course focuses on matching interests, personalities, work environment, and other critical career exploration issues based on academic knowledge, skillsets, interests, and abilities. You will get hands-on training on job-search practices, ATS-friendly resume writing, cover letter, interview techniques, networking, and building portfolios online. Moreover, setting SMART goals and using the GROW and WOOP models for reality checks and implementations will ensure a solid foundation in your career journey. Designed with Bloom's Taxonomy and the backward design method, the course takes the lifecycle and the holistic development approach to provide you with a long-term or life-long professional growth strategy.

### **Learning Outcomes**

Students will set out on their career journey with a good foundation with this course. Upon completing the course successfully, you will be able to:

- Recognize developmental theories, lifecycle approach, life-career rainbow, career choice as a process, vocational choices and work adjustment, and career construction.
- Identify how interests, personalities, occupational themes, and work environment matter in the career decision-making process and your "calling" as a consuming passion for the career domain.
- Create an ATS-friendly resume and cover letter, making it job-specific, and hone the interview techniques.
- Develop job search skills for the digital age, networking, and professional development to get the edge in career progression.
- Create a digital profile on LinkedIn and Indeed to ensure your online presence.

### Course schedule and activities

Week	Topic	Learning Activities
Day-1	-Theoretical perspectives and lifecycle approach in career exploration -The career models -Personalities, interests, and occupational themes -Holland's RIASEC -Extroversion/ Introversion -Personality of colour assessment Or -Strong Inventory Skill Confidence assessment	Lecture/ Personality assessments/ Career marking tools.  (Detailed activities will be provided when the course is offered)
Day-2	-The Johari Model -The idea of self-authorship -Setting SMART goals -GROW and WOOP Models -Career Mindmapping	Lecture/ Class activities (details will be provided later)

	-8 steps in the career decision-making process	
Day-3	-Your Resume and cover letter -Ideal job descriptions -Structured autobiography -Writing your resume -Matching skills with job requirements	Lecture/ class activities (details will be provided when the course is offered)
Day-4	-Write an ATS-friendly resume -Test your resume if it is job-specific/ Customization -Cover letter and Job interview -LinkedIn profile -Job search skills	Lecture/ class activities (details will be provided)
Day-5	-Job search skills -Job readiness -Resume optimized -Personal branding – social media -Your Career Plan -Summing up -Refining, Reviewing, and Reflection -Next steps	Lecture/ class activities (details will be provided)

(The course will be updated as per the institutional policies and guidelines when offered.)

## **One-on-one or Group Training**

### **Training topics include:**

1. Resume writing
2. Resume customization (making is job-specific)
3. Using online tools for resume validation
4. Creating a Web Resume or Portfolio
5. LinkedIn Profile
6. Job search techniques
7. Mock interview