

MODULE HANDBOOK

Module Name	Career Development
Module level	Bachelor
Abbreviation, if applicable	8420402221
Sub-heading, if applicable	-
Course included in the module, if applicable	-
Semester/term	8 th / fourth year
Module coordinator(s)	Prof. Dr. Suyatno, M.Si. (C1), Prof. Dr. Titik taufikurohmah, M.Si.. (C1), Dr. Muchlis, M.Pd. Rusly Hidayah, S.Si., M.Pd. (C1)
Lecturer(s)	Prof. Dr. Suyatno, M.Si. (C1), Prof. Dr. Titik taufikurohmah, M.Si.. (C1), Dr. Muchlis, M.Pd. Rusly Hidayah, S.Si., M.Pd. (C1)
Language	Bahasa Indonesia
Classification within the curriculum	Elective courses
Teaching format/class hours per week during the semester:	2 hours lectures (50 min / hour)
Workload:	2 x 50 minutes lectures, 2 x 60 minutes structured activity, 2 x 60 minutes individual activity, 14 weeks per semester, 79,33 total hours per semester ~ 3.18 ECTS**
Credit points:	2 CU = 2 x 1.59 = 3.18 ECTS
Prerequisite course(s):	-
Targeted learning outcomes:	<p>General Competence (knowledge): Student can conclude the soft skills, both intrapersonal skills (transforming characters, transforming beliefs, change management, stress management, time management, creative thinking processes, goal setting & life purpose, accelerated learning techniques) and interpersonal skills (communication skills, relationship building, motivation skills, leadership skills, self-marketing skills, negotiation skills) needed to solve problems and pursue a career in the world of work. Learning is carried out using the method of discussion, presentation, and case studies.</p> <p>Spesific Competence: At the end of the lecture, students can conclude Student can conclude the soft skills, both intrapersonal skills (transforming characters, transforming beliefs, change management, stress management, time management, creative thinking processes,</p>

	goal setting & life purpose, accelerated learning techniques) and interpersonal skills (communication skills, relationship building, motivation skills, leadership skills, self-marketing skills, negotiation skills) needed to solve problems and pursue a career in the world of work. Learning is carried out using the method of discussion, presentation, and case studies.										
Content:	soft skills, both intrapersonal skills (transforming characters, transforming beliefs, change management, stress management, time management, creative thinking processes, goal setting & life purpose, accelerated learning techniques) and interpersonal skills (communication skills, relationship building, motivation skills, leadership skills, self-marketing skills, negotiation skills) needed to solve problems and pursue a career in the world of work. Learning is carried out using the method of discussion, presentation, and case studies										
Study / exam achievements:	Students are considered to complete the course and pass if they obtain at least 40% of maximum final grade. The final grade (NA) is calculated based on the following ratio: <table border="1" data-bbox="613 919 1414 1157"> <thead> <tr> <th>Assessment Components</th> <th>Percentage of contribution</th> </tr> </thead> <tbody> <tr> <td>Participation</td> <td>20%</td> </tr> <tr> <td>Assignment</td> <td>30%</td> </tr> <tr> <td>Mid-semester test</td> <td>20%</td> </tr> <tr> <td>Final semester test</td> <td>30%</td> </tr> </tbody> </table>	Assessment Components	Percentage of contribution	Participation	20%	Assignment	30%	Mid-semester test	20%	Final semester test	30%
Assessment Components	Percentage of contribution										
Participation	20%										
Assignment	30%										
Mid-semester test	20%										
Final semester test	30%										
Media:	Computer, LCD, White board										
Learning Methods	Lectures, discussion, assignment										
Literature:	<ol style="list-style-type: none"> 1. Prijosaksono, A.M.M. (2005). <i>The Power of Transformation</i>. Jakarta: Elex Media Komputindo. 2. Rivai, V., Bachtar, Amar, B.R. (2013). <i>Pemimpin dan Kepemimpinan dalam Organisasi</i>. Cetakan I. Jakarta: Raja Grafindo Persada. 3. Sailah, I. (2008). <i>Pengembangan Softskill di Perguruan Tinggi</i>. Jakarta: Dirjendikti. 4. Suyatno, Taufikurohmah, T., Muchlis, Hidayah, R. (2019). <i>Pengembangan Karir</i>. Surabaya: Unesa University Press. 5. Yuanita, S. (2013). <i>Tip Menumbuhkan Motivasi dan Percaya Diri untuk Meraih Kesuksesan</i>. Jakarta: Brilliant Books. 										
Notes:	*1 CU in learning process = three periods consist of: (a) scheduled instruction in a classroom or laboratory (50 minutes); (b) structured activity (60 minutes); and (c) individual activity (60 minutes) according to the Regulation of Indonesia Ministry of Research, Technology, and Higher										

	Education No. 44 Year 2015 jo. the Regulation of Indonesia Ministry of Research, Technology, and Higher Education No. 50 Year 2018.
	**1 CU = 1,59 ECTS according to Rector Decree Of Universitas Negeri Surabaya No. 598/Un38/Hk/Ak/2019