

School of Health
Course Unit Syllabus

Level of qualification:

First cycle (EQF level 6) - Bachelor

Study cycle:

Occupational Therapy

Course Unit: **400369 – Personal Development VI**

Year 4 Semester 2 ISCED Code: 0031 ECTS: 1,5

Type of Course Unit: Compulsory Delivery Mode: Face-to-face

Language of Instruction: Portuguese

COURSE COORDINATOR: Maria Cristina Campos de Sousa Faria

HOURS OF WORK

TOTAL HOURS	Contact Hours								Hours in autonomous work
	Theory	Theory and practice	Practical and laboratory work	Field work	Seminar	Internship	Tutorial guidance	Other	
37,5h		16h							21,5

Prerequisites (if applicable): not applicable

LEARNING OUTCOMES (knowledge, skills and competence)

It is intended that students will:

1. Knowing the determinants of career development and transition into employment.
2. Knowing how to hold your Curriculum Vitae.
3. Draft a cover letter / Motivation
4. Learn strategies for coping with job search practical situations (job search; response to an advertisement, job interview)
5. Find opportunities for mobility and work placements.
6. Meet training offer opportunities for lifelong professional occupational therapy

CONTENTS

1. Career Development and Transition into employment
2. Preparation of Curriculum Vitae (European Curriculum, Curriculum for Video)
3. Cover Letters models / Motivation
4. Situations job search practices (job search, spontaneous application, response to an advertisement, job interview)
5. Mobility Opportunities and Traineeships in the transition to working life.
6. Training throughout the Occupational Therapist Life

DEMONSTRATION OF THE CONTENTS COHERENCE WITH THE COURSE UNIT'S LEARNING OUTCOMES

1. Career Development and Transition into employment (Goal 1)
2. Preparation of Curriculum Vitae (European Curriculum, Curriculum for Video) (Goal 2)
3. Presentation / Motivation Letters models (Goal 3)
4. Situations job search practices (job search, spontaneous application, response to an advertisement, job interview) (Goal 4)
5. Mobility Opportunities and Traineeships in the transition to working life. (Goals 5 and 6)
6. Training throughout the Occupational Therapist Life (Goals 5 and 6)

TEACHING METHODOLOGIES

Lectures.

Group dynamics.

Group work.

Online literature research, presentation of research papers analysis.

Viewing videos followed by reflection.

Oriented study.

Individual reflection and small group of documents, thematic and personal and social situations.

DEMONSTRATION OF THE COHERENCE BETWEEN THE TEACHING METHODOLOGIES AND THE LEARNING OUTCOMES

- In charge of teaching exposure time (Goals 1, 2, 3.4, 5 and 6.)
- Group dynamics exercises (Goals 2,3.4 and 5)
- Group work Exercises (Goals 2,3,4 and 5)
- Problem solving together (Goals 3,4,5 and 6)
- Promotion of debates and moments of reflection, in small and large group, based on the analysis of various documents and processes and products arising from the situations proposed (Goals 2,3,4, 5 and 6)

EVALUATION METHODS

1) Continuous assessment: Individual work: Includes two works with written and oral presentation (100%): Work 1 (Single): Preparation of CV with letter of motivation/presentation (50%), and Work 2 (Group): Research opportunities and /or job prospects and training offer lifelong professional occupational therapy (50%).(A Guide is provided for this purpose).

2) Examination on appeal: Individual written exam (100%).

The Improvement Exam occurs at Examination on appeal: Individual Written Exam (100%).

MAIN BIBLIOGRAPHY

Braz, M. (2011). Como conquistar um emprego. Queluz de Baixo: Editorial Presença; ISBN:978-972-23-4612-2

Forni, E. (2009). 100 Perguntas para uma Entrevista. Queluz de Baixo: Editorial Presença. ISBN: 978-972-23-4210-0

Le Boterf, G. (2003). Desenvolvendo a Competência dos Profissionais. Porto Alegre: Artmed

Rocha, A.S. (2010). Ética, Deontologia e Responsabilidade Social. Lisboa: Vida Económica

Referências Webgráficas:

Como fazer um Currículo (<http://www.comofazerumcurriculum.com/>)

Como fazer uma carta de apresentação para candidatura espontânea (<http://www.modelo-curriculum.com/como-fazer-uma-carta-de-apresentacao-para-candidatura-espontanea.html>)

Crie o seu Curriculum Vitae Modelo Europeu grátis aqui: (http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp?loc=pt_PT)

Instruções para utilização do curriculum vitæ Europass (<http://europass.cedefop.eu.int>)

Poderá criar um Curriculum Online Grátis aqui (<http://pt.cvgrid.com>) .