GENERAL EDUCATION, KMITL

COURSE SYLLABUS

Course Code	96642162	**Course Title**	READY TO WORK				
Total Credits	3 (3-0-6)	**Semester / Year of Study**		**Section**		**Date-Time**	
Course Description (English)	Basic knowledges and techniques in job application such as making curriculum vitae and interviewing; personality development; communication and human relations; report writing and presentations techniques; workplace management and problem solving; achieve work-life balance with Ikigai; personal financial planning; related civil and labor laws.						
Course Coordinator	Asst.Prof.Dr.Amata Anantpinijwatna						
Course Instructors	Aj.Wanwisa Pongpluem, Aj.Krongthip Junyame						
Teaching Assistant (if any)							
Counselling Schedule		**Teaching Language**	☐ Thai ☒ English ☐ Others, please specify.....				
Website or Online Teaching Method (if any)							

Course Learning Outcome

1. To ensure that students have genuine knowledge and understanding regarding rules and regulations related to working in conjunction with their abilities, and to analyze with reasoning in adhering to the regulations of various organizations with honesty, diligence, and enthusiasm in working happily under established rules and regulations. (01,05)

2. To provide students with the ability to communicate effectively within the organization as well as the ability to use language. Creative communication techniques to connect with other individuals in the context of working in an era of change. (09,03,04)

3. To empower students with a distinguished personality both internally and externally, filled with resilience, flexibility, honesty, diligence, high initiative, and a thirst for knowledge, along with a proactive attitude towards personal development and growth. (06,07)

General Education Learning Outcome: GE-LO	
GE-LO	**Value**
☒ **GE-LO**-1 Analytical and Critical Thinking	2
☐ **GE-LO**-2 Complex Problem Solving	
☒ **GE-LO**-3 Creativity	1
☒ **GE-LO**-4 Interpersonal Skills	1
☒ **GE-LO**-5 Integrity and Perseverance	1
☒ **GE-LO**-6 Active Learning and Learning Strategies	2
☒ **GE-LO**-7 Resilience, Stress Tolerance and Flexibility	2
☐ **GE-LO**-8 Leadership and Social Influence	
☒ **GE-LO**-9 Communication	6
☐ **GE-LO**-10 Entrepreneurship and Startup	
☐ **GE-LO**-11 Digital Quotient Literacy and Digital Media Production	
Total Value	15

Teaching Plan and Evaluation Plan

Week	Topic/Sub-topic	Activities	Notes
1	Course Introduction	Lecture	
2	A1; Fundamentals and Techniques in Job Application, Related Rules and Regulations	Lecture, Case Studies, Discussions	
3	A2; Basic knowledge required for the performance of work in the workplace. Labor law and other related laws. Basic knowledge necessary for the performance of work in the workplace.	Lecture, Case Studies, Discussions	
4	A3; Challenges and Solutions in Workplace Practices and Organizational Culture Learning.	Lecture, Case Studies, Role-playing	
5	A4; Presentation of " Challenges and Solutions in Workplace Practices and Organizational Culture Learning."	Lecture, Case Studies, Practice	
6	A5; Finding the Right Career with IKIGAI and Financial planning	Lecture, Case Studies, Practice	
7	B1; Resume Writing Techniques	Lecture, Practice	
8	B2; How to succeed in a job interview.	Lecture, Case Studies	
9	B3; Personality for Career Success	Lecture, Discussions, Practice	
10	B4; Developing positive thinking skills.	Lecture, Case Studies, Discussions	
11	B5; Teamwork Skills	Lecture, Discussions, Role-playing	
12	C1; Collaborative Communication	Lecture, Discussions, Games, Role-playing	
13	C2; Speaks well, Presents well, Lives well.	Lecture, Discussions, Practice	
14	C3; Speaks visually, How to be a good presenter.	Lecture, Discussions, Practice	
15	C4; Presentation Techniques	Lecture, Discussions, Practice	
16	C5; Techniques for Writing Report and Presenting and Project or Works	Lecture, Role-playing, Practice	

Evaluation Plan

Assessment Activities	Value	Score	Week of Evaluation	Notes
Attendance is punctual. - Arriving to class more than 1 hour late is considered absent. - Being absent more than 3 times. will result in U grade.	1	4	All semester	
A1; Fundamentals and Techniques in Job Application, Related Rules and Regulations	1	4		Submitted within class hours only.
A2; Basic knowledge required for the performance of work in the workplace. Labor law and other related laws. Basic knowledge necessary for the performance of work in the workplace.	1	4		
A3; Challenges and Solutions in Workplace Practices and Organizational Culture Learning. A4; Presentation of " Challenges and Solutions in Workplace Practices and Organizational Culture Learning."	2	8		
A5; Finding the Right Career with IKIGAI and Financial planning	1	4		Submitted within class hours only.
B1; Resume Writing Techniques	1	4		
B2; How to succeed in a job interview.	1	4		
B3; Personality for Career Success	1	4		
B4; Developing positive thinking skills.	1	4		
B5; Teamwork Skills	1	4		
Self-Introduction (Individual) C2; Speaks well, Presents well, Lives well. C3; Speaks visually, how to be a good presenter.	2	8		
- Presentation techniques - Report writing - Presentation of a project or work (group work) C1; Collaborative Communication C4; Presentation Techniques C5; Techniques for Writing Report and Presenting and Project or Works	3	12		
Total	**15**	**60**		

Evaluation criteria

☐ **Group-based**								
☒ **Standard-based**								
Grade	A	B+	B	C+	C	D+	D	F
Score (60 points)	57-60	49-56.9	41-48.9	34-40.9	27-33.9	21-26.9	15-20.9	0-14.9
☐ **Satisfactory/Unsatisfactory (S/U)**								
Grade	S				U			
Score (60 points)	30-60				0-29.9			

Scoring criteria according to Assessment Plan

Assessment Activities	Learning Outcomes	Value	ระดับคะแนน			
			4 (Excellent)	3 (Good)	2 (Fair)	1 (Poor)
Attendance is punctual. - Arriving to class more than 1 hour late is considered absent. - Being absent more than 3 times. will result in U grade.	GE-LO-5	1	Attends more than 80% of classes on time (13-15 times).	Attends more than 70% of classes on time (11-12 times).	Attends more than 60% of classes on time (9-10 times).	Attends more than 50% of classes on time (7-9 times).
A1; Fundamentals and Techniques in Job Application, Related Rules and Regulations Submissions within class hours only. **Don't send a work / Don't write / Send a blank paper / Copy others' work get 0 points**	GE-LO-6	1	Provides complete answers.		Provides incomplete answers.	
A2; Basic knowledge required for the performance of work in the workplace. Labor law and other related laws. Basic knowledge necessary for the performance of work in the workplace. Test (10 items) **No exams / absenteeism get 0 points, no retrospective exams.**	GE-LO-1	1	Answers 9-10 items correctly	Answers 7-8 items correctly	Answers 4-6 items correctly	Answers 1-3 items correctly
A4; ; Presentation of " Challenges and Solutions in Workplace Practices and Organizational Culture Learning." Preparation and time management **Not presented get 0 points**	GE-LO-9	1	Takes 6-10 minutes to present.		Takes fewer or more than 6-10 minutes to present.	

Assessment Activities	Learning Outcomes	Value	ระดับคะแนน			
			4 (Excellent)	3 (Good)	2 (Fair)	1 (Poor)
Analysis and completeness **No submission results in 0 points**	GE-LO-1	1	The analysis is clear and completed.		The analysis is not clear or incomplete.	
A5; Find the Right Career with IKIGAI and Financial planning Submissions are only within class hours. **No submission or plagiarism results in 0 points.**	GE-LO-7	1	Provides complete answers.		Provides incomplete answers.	
B1; Resume Writing Techniques 1. Personal profile 2. Education 3. Charisma 4. Work experience 5. Portraits **No submission or plagiarism results in 0 points.**	GE-LO-7	1	Provides 5 key parts of resume	Provides 4 key parts of resume	Provides 3 key parts of resume	Provides 2 key parts of resume
B2; How to get a job interview to be selected **B3; Personality for Career Success** - Job interview simulation and proper dress code. No participation or absent results in 0 points	GE-LO-6	1	Has effective communication skills, can responds appropriately, and demonstrates self-control in behaviour.	Has the ability to responds effectively and controls their behaviour but lacks appropriate communication skills.	Has the ability to responds effectively but struggles with self-control and lacks appropriate communication skills.	Does not have effective response methods, lacks self-control in behavior, and lacks appropriate communication skills.

Assessment Activities	Learning Outcomes	Value	ระดับคะแนน			
			4 (Excellent)	3 (Good)	2 (Fair)	1 (Poor)
B4; Develop positive thinking skills. - Case Study Discussion No participation or absent results in 0 points	GE-LO-3	1	Has effective communication skills, can respond appropriately, and demonstrates self-control in behaviour.	Has the ability to respond effectively and controls their behaviour but lacks appropriate communication skills.	Has the ability to respond effectively but struggles with self-control and lacks appropriate communication skills.	Does not have effective response methods, lacks self-control in behavior, and lacks appropriate communication skills.
B5; Teamwork Skills 1. Effective communication 2. Simulation in work-related situations No participation or absent results in 0 points	GE-LO-9	1	Clear and appropriate interpersonal communication that aligns with culture and context, capable of leading a team to successfully accomplish tasks.	Clear communication between individuals, but lack the cultural and situational appropriateness, Able to coordinate team members' requests for cooperation.	Interpersonal communication is possible on some issues but lack the cultural and situational appropriateness. Able to coordinate team members' requests for cooperation.	Inability to communicate between individuals. Lack the cultural and situational appropriateness, unable to coordinate team members' requests for cooperation.
C2; Speaks well, Presents well, Lives well. **C3; Speaks visually, How to be a good presenter.** **- 3-5 minutes self-introduction clip (individual work)** **No submission or plagiarism results in 0 points.** Self-introduction, consists of 5 elements 1. Personal profile	GE-LO-9	2	- Takes 3-5 minutes for duration of presentation - All 5 elements are present. - All 5 Presentation Personalities present.	- Takes 3-5 minutes for duration of presentation - All 5 elements are present.	- Takes 3-5 minutes for duration of presentation - Not all 5 elements are present.	- Takes fewer or more than 3-5 minutes for duration of presentation

Assessment Activities	Learning Outcomes	Value	ระดับคะแนน			
			4 (Excellent)	3 (Good)	2 (Fair)	1 (Poor)
2. Education 3. Charisma 4. Work experience 5. Portraits **Presentation Personalities** 1. Correct use of language. 2. Using appropriate body language and gestures. 3. Proper attire 4. Self-confidence 5. Capturing the audience's interest						
C1; Collaborative Communication **C4; Presentation Techniques** **C5; Techniques for Writing Report and Presenting and Project or Works** Collaborating with others Peers evaluate each other in a group. 1. Work planning 2. Work cooperation 3. Participation in commentary 4. Listening to the opinions of others **No group participation or not getting in a group results in 0 points**	GE-LO-4	1	- Actively participates in work planning. - Collaborates effectively in tasks and contributes positively to discussions. - Actively listens to others' opinions, greatly values them, and can effectively summarize and propose solutions to problems.	- Participates in work planning. - Collaborates effectively in tasks and contributes positively to discussions.	- Participates in work planning. - Collaborates moderately in tasks and contributes to discussions with some input.	- Has minimal participation in work planning.
C1; Collaborative Communication **C4; Presentation Techniques**	GE-LO-9	2	- Fluent - Speaks with appropriate pauses and emphasizes	- Fluent - Speaks with appropriate pauses	- Not very fluent, pauses occasionally.	- There are multiple stuttering or frequent

Assessment Activities	Learning Outcomes	Value	ระดับคะแนน			
			4 (Excellent)	3 (Good)	2 (Fair)	1 (Poor)
C5; Techniques for Writing Report and Presenting and Project or Works - Presenting topics that students selected **No group participation or not getting in a group <u>results in 0 points</u>**			key points or information to ensure listeners follow the presentation. - Maintains a suitable speaking pace.	- Maintains a suitable speaking pace.	- Speaks too quickly, making it difficult to grasp, or too slowly, which may drag on.	use of words such as "uh", "ah". - Pauses occasionally. - Speaks too quickly, making it difficult to grasp or repeating what is said over and over again.