CFG1001 HeadStart Module

The HeadStart Module is a five-week blended learning module that seeks to increase students' awareness of their strengths and interests and guides them in charting and maximizing their student life in pursuits of various academic programmes and co-curricular activities. Furthermore, it equips students with the knowledge and skills to differentiate and market themselves successfully for scholarships, overseas exchange programmes and internships.

To enhance the learning experience for students, there are 2 online tutorials on IVLE and 3 face-to-face classroom sessions of 1.5 hours each. Students are to access the online tutorials and participate actively in the classes to fully reap the benefits of HeadStart.

Module Structure:

Online Tutorial 1 - Maximising Student Life
- Embark on a self-discovery journey to identify your strengths, values and career interests
- Chart out a personal plan to maximize university life and education

Online Tutorial 2 - Winning Resumes and Cover Letters
- Write effective resumes and cover letters that best market yourself
- Create a positive online presence with social media e.g. Facebook, LinkedIn, etc

Class 1 – Flipped Classroom (Prep to Prac)
(Week 2)
- Understand employer expectations
- Craft CAR statements

Class 2 - What’s My Story: Effective Interview Skills
(Week 3)
- Preparation before an interview and understanding the different formats of interview questions
- Create your elevator pitch – How to market yourself effectively
- Answering interview questions using the STAR technique

Class 3 - Mastering the Art of Networking
(Week 4)
- Acquire effective networking skills using conversation starters and making small talk to impress your potential employers.
- Practise how to market yourself through mock networking session
- Learn to build a strong network of contacts for career success
**Learning Outcomes:**
The learning outcomes for this module are as follows:
1. Discover one’s strengths, values and motivations
2. Map a 3-4 year student life action plan for personal success
3. Obtain insights of job market trends, career opportunities and skills desired by employers
4. Write an effective resume illustrating key competencies and experiences
5. Articulate one’s competencies and experiences confidently at interviews
6. Confidently engage and network with employers

**Assessment:**
Students who successfully attend all 3 face-to-face classroom sessions will receive a “Completed Satisfactory” (CS) in their transcript. Otherwise a “Completed Unsatisfactory” (CU) will be recorded.

**Preclusion:**
Students who have read and passed BFS1001 or NCC1000 will not be allowed to read this module.

**Registration of Module:**
All incoming freshmen will be pre-allocated the HeadStart module in their second or third semester by the Centre for Future-ready Graduates. A reminder email from the Centre for Future-ready Graduates will be sent to all pre-allocated students to remind them to ballot for their preferred tutorial slots in CORS in the upcoming semester.

**Dropping of Module:**
In the event where students choose to drop the module, please note the penalty that will be applicable within the following timelines:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Instructional Period (Week 2 to Week 6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop module with no penalty</td>
<td>By end of Instructional Week 2</td>
</tr>
<tr>
<td>Drop module with “W” grade*</td>
<td>By end of Instructional Week 3</td>
</tr>
<tr>
<td>Drop module with “CU” grade*</td>
<td>By end of Instructional Week 4</td>
</tr>
</tbody>
</table>

*These grades will be reflected on students’ academic transcript but will not be factored into the Cumulative Average Point (CAP).

Students who wish to drop the module are required to seek advice from the Centre for Future-ready Graduates before dropping the module. Students are only able to drop with valid reasons.

**Student Feedback Exercise:**
Students will be required to provide feedback after every tutorial.

The purpose of the feedback is to gather information on students’ learning experience and their responses to the tutorial and facilitator(s). The information provided will be useful to the facilitator(s) as well as to the University in enhancing the quality of education at NUS. The data provided will be treated as confidential.