

# Opasraportti

## FHum - Working Life Studies (2018 - 2019)

### Working Life Studies, 25 credits

This unit is intended for all students of the Faculty of Humanities. Students can either complete the entire unit or take individual courses. There are no mandatory courses; students may choose courses based on their own interests.

After completing the entire unit, the student will have a minor subject worth 25 academic credits that they can add to their degree. Entrepreneurial studies are provided by OBS. If a student takes individual courses, the courses can be added to either

- 1) the elective studies of the student's major or major subject; this should be agreed with the person in charge of the study subject (its internships)
- 2) other studies.

Competence objectives: After completing the study unit, the student has basic knowledge of matters related to working life. Based on the emphasis chosen by the student, they are familiar with the basic aspects of entrepreneurship and/or the typical project and administration assignments and/or positions of responsibility in their field. The student is able to recognise and express their own areas of competence, prepare for a job interview in the role of both a job applicant and a recruiter, and independently plan and implement a project as well as assess its implementation and its various stages. The student is able to utilise their work experience and reflect on it in relation to their studies.

- **Entrepreneurship skills, 5–20 credits**
- Read [the description in OBS's study guide](#)

## Tutkintorakenteisiin kuulumattomat opintokokonaisuudet ja -jaksot

010131Y: Activities in University and Student Organizations, 1 - 10 op  
 010142P: Project Management Skills, 5 op  
 010143P: Work Experience, 5 op  
 010141P: Working Life Skills, 5 op

## Opintojaksojen kuvaukset

## Tutkintorakenteisiin kuulumattomien opintokokonaisuuksien ja -jaksojen kuvaukset

## 010131Y: Activities in University and Student Organizations, 1 - 10 op

**Voimassaolo:** 01.08.2008 -

**Opiskelumuoto:** General Studies

**Laji:** Course

**Vastuuyksikkö:** Faculty of Humanities

**Arvostelu:** 1 - 5, pass, fail

**Opettajat:** Sievola, Oili Elina

**Opintokohteen kielet:** Finnish

**Voidaan suorittaa useasti:** Kyllä

### ECTS Credits:

1-10

### Language of instruction:

Finnish/ English

### Timing:

During academic studies

### Learning outcomes:

Upon completion of the course, the student will be able to

- apply the skills needed in academic positions of trust (interaction skills, meeting techniques, working in a group, cooperation skills, leadership skills)
- evaluate critically the issues to be decided, take a stand on them and justify his or her viewpoint
- attend to the functions related to his or her position of trust in a responsible manner

### Contents:

- Student Union Board, 1 year
  - Chair 5 credits
  - Member 4 credits
- Student Union representatives, 2 years, 2 credits
- University Board of Directors, 1 year, 2 credits
- University Collegium, 2 years, 2 credits
- Education Council, 1 year, 2 credits
- Education Steering Group, 1 year, 2 credits
- Faculty Steering Group, 1 year, 2 credits
- Faculty Board, 2 years, 2 credits
- Faculty Education Committee, 2 years, 2 credits
- Board of a subject organization or guild or interest society of the Student Union, 1 year
  - Chair 1 year, 3 credits
  - Member 1 year, 1 credit
- National student organization such as SYL, 1 year, 1-5 credits
  - Chair 5 credits
  - Member 1-4 credits
- Other important functions in the field of education policy and/or development of teaching
  - Degree Programme Committee 1 year, 1 credit
  - i.e. developing study plan or internship 1 year, 2 credits

The number of credits to be awarded to the student is determined by the Faculty's Lead Specialist based on available documentation following the principles mentioned above.

### Mode of delivery:

Independent work

### Learning activities and teaching methods:

Independent report

### Target group:

All students in the Faculty of Humanities

### Prerequisites and co-requisites:

None

### Recommended optional programme components:

None

### Recommended or required reading:

None

### Assessment methods and criteria:

The student shall write a learning diary of the position(s) of trust that she or he has been managing, discussing the following issues:

1. Which organization has the student been working in, how long and how actively has s/he been taking part in its activities?
2. What does the student think s/he has learnt from the position of trust? (With special consideration of these working life skills: communication skills, social skills, technical skills, international competence, commercial and financial competence, development of self-knowledge)
3. How can the student make use of his or her experience in the future?
4. In the student's mind, how should the preparation of matters be developed?

The learning diary and proof of having been in charge of a position of trust are returned to the Lead Specialist of the Faculty who will determine the number of credits to be awarded. The length of the learning diary is 2 – 5 pages (font 11, line spacing 1).

**Grading:**

Pass/fail

**Person responsible:**

Lead Specialist of the Faculty of Humanities

**Working life cooperation:**

Active participation in student organizations and in University decision making develops generic working skills.

**Other information:**

The maximum number of credits for the activities mentioned above is 10 credits. The credits can be included in general studies, or if agreed in the subject, in the main or subsidiary subject's studies.

## 010142P: Project Management Skills, 5 op

**Voimassaolo:** 01.08.2017 -

**Opiskelumuoto:** Basic Studies

**Laji:** Course

**Vastuuyksikkö:** Faculty of Humanities

**Arvostelu:** 1 - 5, pass, fail

**Opintokohteen kielet:** Finnish

**Voidaan suorittaa useasti:** Kyllä

**ECTS Credits:**

5 ECTS credits

**Language of instruction:**

Finnish

**Timing:**

1st - 5th year

**Learning outcomes:**

After completing this study unit, the student will be familiar with the different stages of project management, know how to plan a complete project with specific goals, divide it into stages, allocate resources and assess the success of the completed project. The student will be able communicate the project goals and implementation to their project team and other stakeholders.

**Contents:**

A project here refers to a scheduled, budgeted venture that has a certain goal and that has been carefully planned. An event or a project planned, implemented and managed by the student from the beginning to the end either as a project manager or a responsible project party, participation in defining the project goals, assessing the risks and resources, building and managing the project organisation, supervising and managing working time, the division of responsibilities, follow-up and evaluation of project's progress, planning and management of project communication, completion and evaluation of the project, as well as communication with stakeholders. If the project is approved as a study unit of the student's major subject, the project must be related to the substance competence of the major.

**Learning activities and teaching methods:**

135 hours of work, including a written project report

**Target group:**

Students of the Faculty of Humanities

**Assessment methods and criteria:**

Contact the person in charge of internships in your major subject in order to discuss the applicability of the project. A detailed report on managing the project and its evaluation.

**Instructions for writing the project report**

Write a 5–7 page report about your completed project, in which you

- 1) present the project, its goals and schedule
- 2) present the project resources (financial and human resources)
- 3) explain how the project organisation was built and assignments divided
- 4) describe the project phase by phase
- 5) describe how the project communication was planned and implemented
- 6) describe what kind of results were achieved
- 7) describe how the cooperation between different project parties worked
- 8) describe how the project was ended and evaluated and, finally,
- 9) discuss what the project gave you personally, how you succeeded as a project manager, and what you learned during the project;
- 10) explain how your studies supported the project work;
- 11) and finally, document the project implementation, for example by sharing a link to the website, or similar.

**Grading:**

Pass / Fail

**Person responsible:**

The person in charge of internships of your subject / Satu Selkälä

**010143P: Work Experience, 5 op****Voimassaolo:** 01.08.2017 -**Opiskelumuoto:** Basic Studies**Laji:** Course**Vastuuyksikkö:** Faculty of Humanities**Arvostelu:** 1 - 5, pass, fail**Opintokohteen kielet:** Finnish**ECTS Credits:**

5 ECTS credits

**Language of instruction:**

Finnish

**Timing:**

1st - 5th year

**Learning outcomes:**

The student is aware of their competence and able to apply it in working life, reinforcing the connection between studies and working life. The student is able to find a job/internship and capable of operating in a working environment. Additionally, the student knows how to describe their own competences, apply their major/minor studies in working life, and reflect on their own competences. The student also has capabilities that facilitate employment in various roles in their scientific field.

**Contents:**

The study unit can be completed in two different ways: Through previous work experience related to the student's university studies, or through work or internship during the studies. Duration of work around 135 hours.

**Mode of delivery:**

Contact the person in charge of internships in your major subject in order to discuss the applicability of your work experience. Remember to also take into account subject-specific instructions and limitations. A report of work duties performed: send a certificate of employment and a free-form report to the person in charge. The length of the report should be 2–3 pages (1–2 pages, if the internship was two months full-time or more). The report should state the position/internship and the duration of the work. In the report, you can describe the employer's field of business and main operations, as well as your job description and assignments, and explain how your studies related to your work duties. You should also comment on your own role as a member of a working community and your career opportunities in the field.

**Grading:**

Pass / Fail

**Person responsible:**

The person in charge of internships of your subject

**010141P: Working Life Skills, 5 op****Voimassaolo:** 01.08.2017 -**Opiskelumuoto:** Basic Studies

**Laji:** Course

**Vastuuyksikkö:** Faculty of Humanities

**Arvostelu:** 1 - 5, pass, fail

**Opettajat:** Selkälä, Satu Marketta

**Opintokohteen kielet:** Finnish

**ECTS Credits:**

5 ECTS credits

**Language of instruction:**

Finnish

**Timing:**

1st - 5th year

**Learning outcomes:**

After completing the course, the student is able to recognise their competence areas and knows how to utilise them in applying for work. The student is able to prepare a CV and a work application as well as market their own skills through social media channels.

**Contents:**

Reviews of the student's own competence areas, carried out independently and in groups, verbalising these competence areas, preparing a CV and a work application, becoming familiar with different channels of searching for work. Making a portfolio.

**Target group:**

Students of the Faculty of Humanities

**Assessment methods and criteria:**

An online course including CV and work application workshops and other possible events.

**Grading:**

Pass / Fail

**Person responsible:**

Satu Selkälä