SEE2000
Professional Development I
SEE4000
Professional Development II

School of Energy and Environment
香港城市大學
City University of Hong Kong

Briefing Session (2023/24)

14:30 – 15:30, 1 Sep 2023

By Prof. Jason LAM & Prof. Yun Hau NG

Course Leaders

Objectives of SEE2000 & SEE4000

Course Code and Title	SEE2000 Professional Development I
	SEE4000 Professional Development II
Aims	• Ensure SEE students receive work experience upon graduation
	• Motivate students to think about career path earlier
	• Help students identify their interests, strengths and weaknesses
	• Increase students' maturity and broaden their horizons
	• Enhance employability

School Requirement

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As a School Requirement, SEE undergraduate students MUST complete both courses, namely SEE2000 Professional Development I and SEE4000 Professional Development II,

in order to graduate.

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Timeline

School Requirement!

COMPLETE SEE2000
You must attend all workshops under SEE2000 to complete the course.

Sem A, 2023/24

Year 2 (Sem A)

TAKE SEE4000
Start acquiring Professional Experience (e.g. Internship/ voluntary work.

Sem B - Summer Term, 2023/24

Year 2 (Sem B - Summer)

TAKE/ COMPLETE SEE4000
Continue to acquire 160 hours work Professional Experience. Submit proofs on QuestionPro.

2024/25

Year 3

TAKE/ COMPLETE SEE4000
Continue to acquire 160 hours work Professional Experience. Submit proofs on QuestionPro.

2025/26

Year 4

About SEE2000

Overview	
Target Students	**Year 2 students** in 2023/24 i.e., Cohort 2022 & Cohort 2023 (ASI)
Class Schedule	**0900 – 1030 on Saturday** in Sem A, 2023/24 * No class on Week 13, **last class on Week 14** (i.e., 9 Dec 2023)
Venue	LT-15, YEUNG
Content	Career training workshops delivered by SDS, CityU
Credit Unit	0 credit unit (Grade: Pass/ Fail)
Linkage to other courses?	**Pre-requisite of SEE4000** Professional Development II *absence in any training workshops = not completing SEE2000 = can't take SEE4000

About SEE2000

Definition of "Absent"

- Students who join the workshop 15 minutes or more later than the scheduled time will be considered "Absent".
- Similarly, those who leave the workshop before the scheduled time will also be regarded as "Absent".
- Students are required to show their CityU Student ID Card to the Teaching Assistant upon arrival and departure for attendance taking purpose.
- Warning letter will be issued by the School Office to those who are absent. Students concerned will be suspended from taking SEE4000 Professional Development II until making-up the absence by participating in an identical workshop arranged by the SDS.

About SEE2000

Here is what the year-2 students are going to learn from SEE2000 Professional Development I:

Week	Date	Training Topic
1	9 Sep 2023 (Sat)	Effective Ways to Stand Out Your CV
2	16 Sep 2023 (Sat)	Smart Career Planning to Enhance Your Employability
3	23 Sep 2023 (Sat)	Ace the Interview
6	14 Oct 2023 (Sat)	Professional Image & Personal Brand Building
7	21 Oct 2023 (Sat)	Working Smart on Your Internship
8	28 Oct 2023 (Sat)	Mock Interview Sessions - Necessary Questions
9	4 Nov 2023 (Sat)	Mock Interview Sessions - Necessary Questions
10	11 Nov 2023 (Sat)	Mock Interview Sessions - Necessary Questions
11	18 Nov 2023 (Sat)	Mock Interview Sessions - Necessary Questions
12	25 Nov 2023 (Sat)	Mock Interview Sessions - Necessary Questions
14	9 Dec 2023 (Sat)	Mock Interview Sessions - Necessary Questions

Classes

You will be split into groups to attend only one of the sessions. Grouping to be announced by email.

About SEE4000

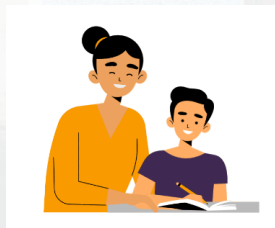| Overview	
Students	**Year 2 or above students** in 2023/24 (See next slide)
Schedule	No class, it's about submission of evidence or professional development relevant to **energy/environment,/sustainability**. Three rounds: **Round 1:** 4 – 18 Sep 2023 **Round 2:** 15 – 29 Jan 2024 **Round 3:** 1 – 8 Mar 2024
Content	Student to submit proofs via QuestionPro for CL's approval
Credit Unit	0 credit unit (Grade: Pass/ Fail)
Linkage to other courses?	**All professional development must start after completing SEE2000!**

About SEE4000

Overview	
Students	**Year 2 or above students** in 2023/24

Cohort (Admission Type)	Normal Study Period	Year of Study	Required Action
2020 (Normative 4-Year Degree)	4 years	Year 4	Submit Evidence of Professional Development
2021 (Advanced Standing I)	3 years	Year 4	Submit Evidence of Professional Development
2021 (Normative 4-Year Degree)	4 years	Year 3	Submit Evidence of Professional Development
2022 (Advanced Standing I)	3 years	Year 3	Submit Evidence of Professional Development
2022 (Normative 4-Year Degree)	4 years	Year 2	Start to gain professional experience from Sem B, 2023/24
2023 (Advanced Standing I)	3 years	Year 2	Start to gain professional experience from Sem B, 2023/24

Submission of Professional Development Evidence

Examples of Experience that does NOT count

This list won't be exhaustive!

Primary/secondary school students' tutor
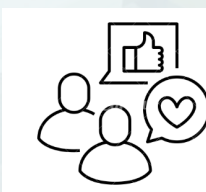
Participant in marathon for climate change

Beach cleaning
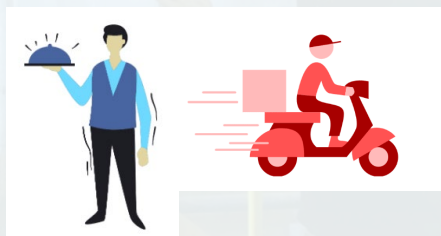
WWF flag selling volunteer

Receptionist of a property company

Self-employed/KOL

Waiter/Deliveroo/Foodpanda dispatcher

SEE Final-year Project (FYP)

Innovation and Technology Commission
The Government of the Hong Kong Special Administrative Region of the People's Republic of China

** ITC STEM Internship

Submission of Professional Development Evidence

Examples of Experience that are acceptable

This list won't be exhaustive!

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- **Reference letter** from company with letterhead and company stamp, stating your name and period of employment.

- **Attendance proof** from company with letterhead and company stamp, stating your name and period of employment.

- **Certificate of Appreciation**

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- A **photo** showing you (and colleagues) standing in front of company logo.

- **Emails** from the company HR/your supervisor about offering a position to you.

- A word document stating that you are intern of a company, but there is **no official stamp/signature/letterhead** of the company on the letter.

Course Management & Enquiries

SEE2000 Professional Development I
Course Leaders: Prof. Jason LAM & Prof. Yun Hau NG
Instructors: Trainers from SDS, CityU
Teaching Assistant: Miss WANG Yulin
Enquiries: see.enquiry@cityu.edu.hk

SEE4000 Professional Development II
Course Leaders: Prof. Jason LAM & Prof. Yun Hau NG
Teaching Assistant: Mr. WEN Hao
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