



## DEPARTMENT OF CLINICAL NEUROSCIENCE

### **K8F6066, Professional Career Preparation, 1 credits (hec)**

Professionell karriärförberedelse, 1 högskolepoäng

*Third-cycle level / Forskarnivå*

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#### **Approval**

This syllabus was approved by the The Committee for Doctoral Education on 2025-02-25, and is valid from autumn semester 2025.

#### ***Responsible department***

Department of Clinical Neuroscience, Faculty of Medicine

#### **Prerequisite courses, or equivalent**

No prerequisite courses, or equivalent, demanded for this course.

#### **Purpose & Intended learning outcomes**

##### **Purpose**

The purpose of this course is to train PhD students how to strategically plan their future career outside of academia.

##### **Intended learning outcomes**

At the end of the course, we expect you to be able to:

- Discuss the variety of career opportunities available to medical science postgraduates.
- Critically evaluate and reflect on your skill sets and experiences for both academic and non-academic settings.
- Explain how to prepare for a job interview in both academic and non-academic settings.
- Compose a Curriculum Vitae/Resume in the correct format for job applications in both academic and non-academic setting (focus on non-academic CV)
- Describe the non-academic hiring process, from application, through interview to salary negotiation.

- Explain the importance of digital presence as a communicative tool in professional development.

## Course content

### MODULE 1. PREPARE.ME

Helps the PhD to identify their personal sense of purpose, to create a personalized career path and to explore transferable skills.

Participants will gain an overview of how their skills and values align with non-academic roles. They will also explore the variety of their skills beyond their doctoral subject matter that are valuable to industry.

### MODULE 2. APPLY.ME

Helps the PhD to build a network, polish their online presence and create an industry-friendly CV and cover letter.

Participants will explore the concept of what networking is and what it is not. Actionable tips on how to get started building their professional network online and in person. The module will include guidance on how to create the structure and content of an easily scannable industry CV that adheres to industry standards.

### MODULE 3. INTERVIEW.ME

Helps the PhD to prepare, practice before and to follow-up after their interview.

Participants will explore how to research the company, what to research, review commonly asked interview questions and how responses are evaluated.

### MODULE 4. HIRE.ME

Helps the PhD to understand and negotiate their job offer.

Participants will explore the components of a job offer (total compensation) beyond base salary, which components are more-or-less negotiable and how to negotiate them.

### MODULE 5. ONBOARD.ME

Helps the PhD to know what to expect during their onboarding of the new job and how to start off efficiently.

Participants will become familiar with the different elements of an onboarding process so that they can be an active participant and make a good impression within their first 90 days post-hire.

## Forms of teaching and learning

An online and self-paced 5-modular course which is taken in a stepwise manner.

Course material templates are provided for relevant modules and are used as continuous development tools during the course.

Some parts of the course include multiple choice quizzes.

Individual interaction with teachers is possible through digital communication as and when is

required by course participants.

An open forum for course participants allows for peer learning.

### ***Language of instruction***

The course is given in English

## **Grading scale**

Pass (G) /Fail (U)

## **Compulsory components & forms of assessment**

### **Compulsory components**

All 5 modules and use of the module template tools are compulsory.

Quizzes within the course must be completed before moving on.

At course start, a personal CV/Resume must be submitted.

At the end of the course, a new CV/Resume must be submitted.

### **Forms of assessment**

To satisfactorily complete this course, you must demonstrate that you have developed your skills at professional career preparation.

The examination will consist of an individual written assignment, including:

- (i) Module 1 – identification of 3 relevant job descriptions and how they align with skill sets
- (ii) Module 2 – Established LinkedIn profile page and evidence of 1 informational interview within the LinkedIn community, & write a reflection on the differences between the two CV/resumes
- (iii) Module 3 – identification of 3 potential employers
- (iv) Module 4 – describe a personal strategy for interview preparation, including a 1-line “how my skillsets can be an asset to your company” statement.

## **Course literature**

The entire course includes various digital resources, workbooks and templates.

Recommended literature:

- Career Paths for PhDs – jobs.ac.uk
- In Their Own Words: Empowering PhD Graduates with Essential Career Skills—Insights from Recent Alumni - Council of Graduate Schools
- Doctoral students’ career expectations, principles and responsibilities – Royal Society
- Academic and Career Paths for PhD Graduates - European Proceedings of Educational

## Sciences

- What Comes After a PhD? – DocEnhance
- Career Tracking of Doctorate Holders – European Science Foundation
- MyIDP Science careers
- A scientific approach to navigating the academic job market
- ResearchComp toolbox