Aims

To introduce the student to a range of useful skills for carrying out an extended academic project and for future employment.

Syllabus

**Professional Development Planning:** Career Management Skills; Applications and Interviews; Business Awareness and Creativity; Team-Working.

**Writing Skills:** Project Work; Writing Mathematics; Typesetting Mathematics with \LaTeX; Citations and References; Literature Reviews.

**Presentation Skills:** Key Guidelines and Examples.

Teaching and Assessment

**Contact Hours:** 3–4 per week

**Assessment:**

- 100% by class tests or other continuous assessment
- 0% by end of course 2-hour exam

**Resit Type:** Resubmission of assessed material

Content: September 2014
By the end of the course, students should be able to:

- Identify the main elements of the career planning process
- Select an appropriate strategy to facilitate career planning
- Describe what constitutes a high quality CV and covering letter
- Discuss commercial enterprise and business creativity
- Work efficiently as a team member
- Demonstrate an understanding of the interview process
- Write mathematics using concise, clear sentences
- Work effectively with a team to critique mathematical writing
- Use LaTeX to typeset mathematical text
- Research and write a report on a mathematical topic
- Produce and deliver a short oral presentation