DESCRIPTION OF ELECTIVE COURSE

Name of the school : Haute école de gestion de Genève	Academic Year: 2025-2026

FIRST PART: DESCRIPTION OF MODULE	
1. **Domain**	Business and Services
2. **Department**	International Business Management
3. **Course name**	**Professional Experience Validation**
4. **Code**	TBC
5. **Type of education**	☒ Bachelor ☐ Master ☐ MAS ☐ ☐ DAS / CAS / single days
6. **Number of ECTS Credits**	**5**
7. **Prerequisites**	☒ Validation of the modules in semesters 1 and 2 ☒ Attendance of the modules in semesters 3 and 4 for full-time students, and semesters 5 and 6 for part-time students ☒ Professional Experience of minimum 12 months (full time equivalent) during the IBM curriculum
8. **Teaching language**	☒ English
9. **Objectives**	This module intends to recognize the value of the professional experience acquired by part-time students in conjunction with their academic curriculum. More specifically, it is designed to highlight the *professional skills* developed by working students alongside the Bachelor program, making them more employable and attractive to potential recruiters. Through this module, students will be able to reflect on their professional practice in parallel with their studies, and connect the dots between what they've learned in class and what they've implemented in their jobs. The output of the module is expected to help them reflect on their future professional career as well as be better prepared for potential job interviews.

		On the basis of knowledge acquired in previous semesters, and in light of their current professional practice, at the end of this module students will be able to: - Take a critical look at the evolution of their professional practice since entering the HEG; - Analyze the dynamic between the acquisition of skills during the academic curriculum and professional practice; - Identify and document selected competencies which have significantly progressed during the curriculum, - Demonstrate how their skills can be put to best use in their future professional career.
10. **Contents** *(General themes and descriptions, the accurate content may change)*		This module will help students identify which competencies within the IBM skills profile have been developed more specifically during their period(s) of professional practice. Students will have to demonstrate the acquisition of such competencies through: - An analysis of their most visible skillset progression since entry in the program and current level of mastery of chosen competencies at the end of the program; - the creation of a portfolio documenting the student's professional practice in relation to the bachelor's degree on the chosen competencies, - a 360-degree assessment on the chosen competencies, - a self-reflection on the progress made and how this will contribute to their future career. Students will be accompanied throughout the semester by a supervisor whose role will be to provide support for the student's reflection and coach them on achieving the desired outcome. The module is organized in 3 phases: - *at the beginning of the semester*: a kick-off meeting to frame the overall scope of the project and clarify expected deliverables as well as potential resources. - *during the semester*: 5x coaching sessions (1 hour each) to follow-up on the progress regarding the reflection and key deliverables; - *at the end of the semester*: an oral defense in front of a jury.
11. Evaluation		The evaluation will be based on the quality of the three following deliverables: - The portfolio documenting the student's skills progress in relation with their professional practice and Bachelor studies, - The final report, describing the professional context, the detailed assignments, the skills developed during the period of employment, the elements proving the acquisition of these skill, key learnings and implications for future career plans. - The oral defense in front of a jury. Further details on the evaluation will be communicated in the course syllabus.
12. Remediation/repetition		☒ Compulsory remediation if the module grade is between 3.5 and 3.9 / 6. When subject to a remediation, only the grade of the remedial exam will be taken into account (maximum grade 4.0). A repeated module cannot benefit from a remedial exam. ☐ No remediation
13. Coordinator / main instructor		Astrid Dauverné / Luca Allaria

SECOND PART: LOCATION OF THE MODULE IN THE STUDY PLAN	
14. Level	☐ Basic module ☐ Advanced module ☒ Specialized module ☐ Other: ………………….
15. Characteristics	- This module is *exclusively* offered to part-time students who can justify <u>minimum 12 months (full-time equivalent) of professional experience in parallel of their studies</u> prior to the start of the module and since the beginning of the curriculum. - <u>Justification of employment (formal work certificates</u>) will be required to attest about the nature of professional experience and employment periods. The professional experience prior to the entry in the Bachelor program is not taken into account. Professional experience must be related to the field of Economy and Services, typically in administrative or functional roles. - Interested students should send a brief <u>motivation letter</u> to the module coordinator. The selection of the students will be subject to complete documentation (work certificates + motivation letter). A brief interview may be set to confirm student working experience and fit with the module.
16. Type	☐ Main module ☐ Module linked to main module ☒ Optional module ☐ Other: ……………………
17. Time organization	☒ Module over 1 semester ☐ Module over 2 semesters ☐ Spring semester ☒ Fall semester ☐ Other