

# 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 (2024/25)**

**14:30 – 15:30, 2 Sep 2024**

*By Prof. Jason LAM & Prof. Fatwa F. ABDI  
Course Leaders*

# Objectives of SEE2000 & SEE4000

Course Code and Title	<a href="#"><u>SEE2000 Professional Development I</u></a> <a href="#"><u>SEE4000 Professional Development II</u></a>
Aims	<ul style="list-style-type: none"><li>• Ensure SEE students receive <b>work experience upon graduation</b></li><li>• Motivate students to think about <b>career path</b> earlier</li><li>• Help students identify their <b>interests, strengths and weaknesses</b></li><li>• Increase students' maturity and broaden their horizons</li><li>• Enhance <b>employability</b></li></ul>

# 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,

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in order to **graduate**.

# Timeline

**School Requirement!**

## COMPLETE SEE2000

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

Sem A, 2024/25

Year 2  
(Sem A)

## TAKE SEE4000

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

Sem B – Summer Term, 2024/25

Year 2  
(sem B – Summer)

## TAKE/COMPLETE SEE4000

Continue to acquire 160 hours work Professional Experience. Submit proofs on QuestionPro.

2025/26

Year 3

## TAKE/COMPLETE SEE4000

Continue to acquire 160 hours work Professional Experience. Submit proofs on QuestionPro.

2026/27

Year 4

# About SEE2000

## Overview

Target Students	<b>Year 2 students</b> in 2024/25 i.e., Cohort 2023 & Cohort 2024 (ASI)
Class Schedule	<b>1200 – 1450 on Thursday</b> in Sem A, 2024/25
Venue	LT-10, YEUNG
Content	Career training workshops delivered by SDS, CityU
Credit Unit	0 credit unit (Grade: Pass/ Fail)
Linkage to other courses?	<b>Pre-requisite of SEE4000 Professional Development II</b> <b>*absence in any training workshops</b> <b>= not completing SEE2000 = can't take SEE4000</b>

# 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	12 Sep 2024 (Thur)	Effective Ways to Stand Out Your CV
2	19 Sep 2024 (Thur)	Smart Career Planning to Enhance Your Employability
3	26 Sep 2024 (Thur)	Ace the Interview
6	3 Oct 2024 (Thur)	Professional Image & Personal Brand Building
7	10 Oct 2024 (Thur)	Working Smart on Your Internship
8	17 Oct 2024 (Thur)	Mock Interview Sessions - Necessary Questions
9	24 Oct 2024 (Thur)	Mock Interview Sessions - Necessary Questions
10	31 Oct 2024 (Thur)	Mock Interview Sessions - Necessary Questions
11	7 Nov 2024 (Thur)	Mock Interview Sessions - Necessary Questions
12	14 Nov 2024 (Thur)	Mock Interview Sessions - Necessary Questions
14	21 Nov 2024 (Thur)	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	<b>Year 2 or above students</b> in 2024/25 (See next slide)
Schedule	No class, it's about submission of evidence or professional development relevant to <b>energy/environment,/sustainability</b> . Three rounds: <b>Round 1: 5 – 19 Sep 2024</b> <b>Round 2: 14 – 28 Jan 2025</b> <b>Round 3: 3 – 10 Mar 2025</b>
Content	Student to submit proofs via QuestionPro for CL's approval
Credit Unit	0 credit unit (Grade: Pass/ Fail)
Linkage to other courses?	<b>All professional development must start after completing SEE2000!</b>

# About SEE4000

## Overview

Students

Year 2 or above students in 2024/25

Cohort (Admission Type)	Normal Study Period	Year of Study	Required Action
2021 (Normative 4-Year Degree)	4 years	Year 4	Submit Evidence of Professional Development
2022 (Advanced Standing I)	3 years	Year 4	Submit Evidence of Professional Development
2022 (Normative 4-Year Degree)	4 years	Year 3	Submit Evidence of Professional Development
2023 (Advanced Standing I)	3 years	Year 3	Submit Evidence of Professional Development
2023 (Normative 4-Year Degree)	4 years	Year 2	Start to gain professional experience from <b>Sem B, 2024/25</b>
2024 (Advanced Standing I)	3 years	Year 2	Start to gain professional experience from <b>Sem B, 2024/25</b>

# 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



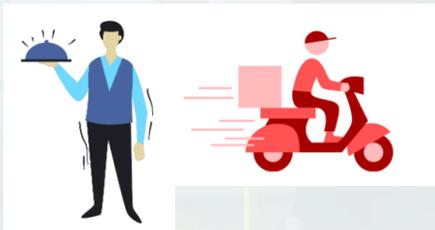
WWF flag selling volunteer



Receptionist of a property company



Self-employed/KOL



Waiter/Deliveroo/Foodpanda dispatcher

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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!



- **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**



- 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. Fatwa F. ABDI

Instructors: Trainers from SDS, CityU

Teaching Assistant: Miss CHEN Keda

Enquiries: [see.enquiry@cityu.edu.hk](mailto:see.enquiry@cityu.edu.hk)

## SEE4000 Professional Development II

Course Leaders: Prof. Jason LAM & Prof. Fatwa F. ABDI

Teaching Assistant: Mr. WIJENDRA NAIDHELAGE Dushantha

Sandaruwan Jayarathna

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