



International Business (IB)

Semester Handbook: Semester 2

Fall Semester 2022



Dear IB Student,

We are delighted to welcome you to Fontys International Business School and the second semester of your IB studies.

This handbook is designed to give you a quick overview of the modules and their learning outcomes (learning goals) in semester 2. The lecturers and coaches will provide you with full and detailed information in each of the modules during contact hours and on the module sites. Sources for further information are also indicated in this document (see the links on page 3).

We look forward to working with you in semester 2.

With best regards,

Chantal Teeuwen
IB Program Manager

Anja Dokuzlar
Assistant Program Manager

Jutta Becker
Semester Coordinator

1 Overview of year one *Propaedeutic Phase*

The first year of study is referred to as the *Propaedeutic Phase* and consists of semesters 1 & 2, each lasting 20 weeks. Both semesters are based on **one** major project. Parallel to this project, several knowledge, skill and attitude building modules are offered. Each of these second semester modules is described separately in the next section. By the end of the first year, you will have gained a solid basis of business knowledge, skills and attitude and learned how to apply these in different types of projects.

Module Overview

Propaedeutic Phase Module	European Credits (ECs)	Grading
PM8 – Investigate your Company	10 (group: 6/individual: 4)	0,1 – 10 (5.5 = pass)
PM9 – Accounting & Finance	5	0,1 – 10 (5.5 = pass)
PM10 – Operations and Supply Chain	5	0,1 – 10 (5.5 = pass)
PM11 – Organisation and People II	3	0,1 – 10 (5.5 = pass)
PM12 – Effective Communication Skills II	2	0,1 – 10 (5.5 = pass)
PM13 – Additional Language II	2	0,1 – 10 (5.5 = pass)
PM14 – Personal and Professional Development II	3	BEH (pass) / NB (fail)

Binding Study Advice

Each study year consists of 60 European Credits (ECs). At the end of the first study year, the *Propaedeutic Phase*, students need to obtain at least **52** of these 60 ECs to be allowed to continue with their studies. To obtain credits, a module must be marked a **5.5** or higher. At the end of semester 2, students receive a *Binding Study Advice*, which is based on the number of credits achieved.

Further information is available in the official 2022-2023 *Teaching and Examination Regulations* (TER) under this link [TER](#)

Annual Calendar

For an overview of the academic calendar (lesson weeks, exam weeks, holidays, and other important calendar items) check the [annual calendar](#).

Testing Overview

Module	Testing Form (s)	Weighing %
PM8	<u>Group assessments:</u>	60%
	<ul style="list-style-type: none"> Report Sprint backlog (=Project management report) 	40%
	<u>Individual assessment:</u>	
	<ul style="list-style-type: none"> Oral assessment 	
PM9	Written assessment	100%
PM10	Written assessment	100%
PM11	Written assessment	100%
PM12	Report	100%
PM13 / Dutch	<ul style="list-style-type: none"> Written assessment 	30%
	<ul style="list-style-type: none"> Oral assessment 	70%
PM13 / Spanish	Oral assessment	100%
PM13 / German	<ul style="list-style-type: none"> Written assessment 	30%
	<ul style="list-style-type: none"> Oral assessment 	70%
PM14	Portfolio	100%

2 Quick guide to Semester Modules

PM8 Analyse your Company

Progress Code ¹	PM8IE21F ²
Module Type	Project
Course Coordinator	Jutta Becker (BECJ04)
Project Coaches and Assessors	1AF: Daniel Piegeler (PIED01) 1BF: Khalid Raihan (RAIK01)

Program and Module Learning Outcomes (PLO's and MLO's)

Domain	Domain Category	PLO's	MLO's
Ways of Thinking 1 (WT1)	Critical Thinking	Use the process of thoughtful evaluation to formulate a reasonable conclusion deliberately	Student can integrate the different findings to a well-balanced view of the company's situation.
Ways of Working4 (WW4)	International Business Communication	Communicate (business) messages effectively persuasively using advanced English to an (un)informed audience.	Student can report professionally on a business research assignment, using appropriate business English.
Ways of Working 6 (WW6)	Collaboration	Collaborate effectively with different kinds of stakeholders in different cultural, organizational and political landscapes to contribute to achieving agreed goals.	Student practices agile project management.
Ways of Working 7 (WW7)	Management of Information as Digital Citizen	Produce management information from various data sources in an international business environment.	Student can generate relevant business information using reliable databases and sources.
Living in the world 10 (LW10)	Ethical and societal responsibility	Formulate one's own position concerning ethical and social responsibility in a professional environment.	Student can demonstrate his/her understanding of the organization's ethical and social responsibility based on a global sustainability blueprint.
Tools for working & Management 18 (TWM18)	Finance Accounting	Evaluate financial performance of the organisation from different stakeholders' perspectives.	Student can use a method to determine the financial performance of the company.
Tools for working & Management 19 (TWM19)	Finance Accounting	Recommend financing possibilities in a dynamic international environment.	Student can describe the financial structure of a business.
Tools for working & Management 20 (TWM20)	Operations & Supply Chain Management	Evaluate the operations processes within and between organisations.	Student can describe key elements of the company's supply chain operations.

¹ Progress is the system that keeps track of a student's results. Students can view their results at any time.

² Results are processed by means of a specific code. In this code, **PM** stands for *Propaedeutic Phase Module*, **08** for *8th module*, **IE** for *IB English*, **21F** (= Cohort 2020, **February** Stream) for the *cohort* to which a student belongs.

Domain	Domain Category	PLO's	MLO's
Tools for working & Management 22 (TWM22)	Organisation & People	Draft the strategic cycle of part(s) of the organisation (process and content).	Student can demonstrate an understanding of how human resources practices contribute to the success of the organisation.
Tools for working & Management 24 (TWM24)	Business Research	Analyse a complex business problem in an international business setting with use of an adequate research design, resulting in an evidence based feasible solution.	Student can explain the choice of methodology in view of the research (sub)questions.

This is the knowledge/skill you will acquire:

Within this project, you will have the opportunity to plan and execute a research assignment focussing on the internal environment of a company in order to answer the central question: "What is the status quo in key areas of your company of choice in comparison to a best practice example?" In order to answer the central question, student teams examine key areas of a business and describe the status quo in the fields of sustainability, finance & accounting, operations & supply chain management and HR. By investigating the fundamentals of different business disciplines, you broaden your business knowledge and expertise.

This is what you will deliver:

During the lesson weeks you will complete a series of business research steps. Your research findings and project management process will be presented in a group report and your sprint backlog (= project management report).

Next to the group performance, the individual performance will be assessed at the end of the semester in form of an individual oral defence and knowledge test.

This is how to do it:

You will experience an authentic learning environment as you choose an existing company to be analysed.

Furthermore, PM8 allows you to improve your business research skills as student teams define the project themselves, by setting up relevant research (sub)questions and the corresponding methodology. The project follows a clear roadmap that is structured according to 6 steps for business research. It will start with a kick-off week, followed by the definition of the research problem. After the business research project incl. theoretical framework is outlined, the methodology is defined. Thereafter, you do the research and analyse your findings. Finally, you will conclude on the business situation and identify areas for improvement.

In order to facilitate the group assignment, you will apply *scrum* as an agile project management method.

We are looking forward to seeing how far you can get in understanding the complexities of a company, presenting your findings and what further steps you can recommend to add value.

PM9 Accounting & Finance

Progress Code	PM9IE21F
Module Type	Pre-recorded lectures and live tutorials
Course Coordinator	André Diedrichs (DIEA05)
Lecturers	Lectures: 1AF/BF: Pre-recorded video course Tutorials: 1AF: André Diedrichs (DIEA05) 1BF: Zijun Jiang (JIAZ01)

Program and Module Learning Outcomes (PLO's and MLO's)

Domain	Domain Category	PLO's	MLO's
Tools for Working & Management 18 (TWM18)	Finance & Accounting	Evaluate financial performance of the organisation from different stakeholders' perspectives.	<ul style="list-style-type: none"> • Student can reproduce the items of the three major financial statements and understand how the statements are connected. • Student can calculate a given set of financial ratios to analyse financial statements. • Student can fulfil the needs of managers for decision-making by using related tools like cost calculation, cost analysis, budget setting and budget analysis. • Student can select investment alternatives based on using capital investment procedures.
Tools for Working & Management 19 (TWM19)	Finance & Accounting	Recommend financing possibilities in a dynamic international environment.	When it comes to financing a business, the student can differentiate between equity and debt financing.

This is the knowledge/skill you will acquire:

This course provides you with the fundamentals of the three disciplines Financial Accounting, Management Accounting, and Finance. You will learn what the three main financial statements are and how to analyse them, you will dive into cost calculations and budget setting, while also focussing on how to finance a business and to take investment decisions.

This is what you will deliver:

This course will be graded by means of a 90-minute digital written examination after the 16 lesson weeks. This exam will be written on your laptop with the testing software TestVision, uses the Schoology digital monitoring tool and takes place on campus. In this exam, you will find a mixture of open calculation questions and closed (knowledge-based) questions (e.g. multiple choice and matching questions). However, it is important to note that the focus of this exam will be on the practical application of your knowledge in calculation questions. The result of your exam will be displayed in your Progress overview after the exam has been analysed. A more detailed description of what you can expect from the exam will be provided to you in lesson week 16 of this course.

This is how to do it:

The Accounting & Finance course has both a theoretical and a practical learning component. The content lectures will provide you with the theoretical underpinnings of the course, while the tutorials

will help you apply the theoretical knowledge in a practical context. The content lectures are provided to you as recorded instructional videos, and you are expected to watch these videos before attending the tutorials. The tutorials are offered as live sessions on campus, where we apply the knowledge gained in the recorded lectures in interesting discussions and computational exercises. In addition to the lectures and tutorials, you will be expected to engage in self-study, i.e., reviewing content, practising for the tutorial exercises and preparing for the following lectures.

What is expected of you?

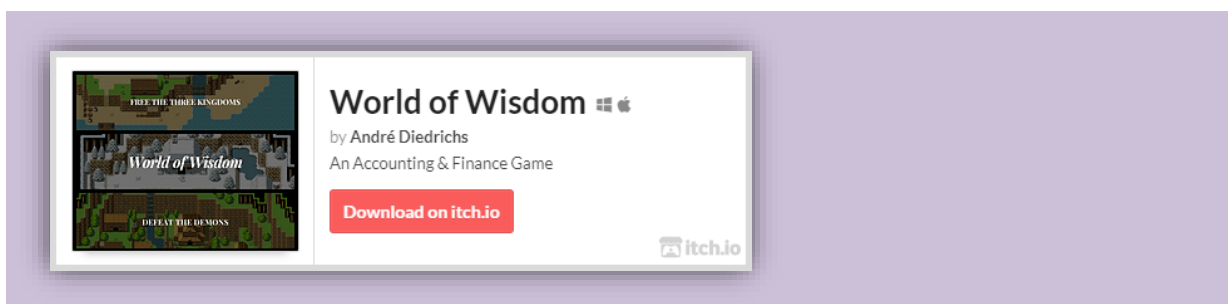
In PM09 - Accounting & Finance, class attendance is of paramount importance. You are expected to study the lecture content by yourself before attending the tutorials so that you are well-equipped to participate in the class discussions and exercises. An important note: You must complete the weekly Canvas quizzes in order to be eligible to participate in the final exam of the course. More specifically, you must complete all the weekly Canvas quizzes (including the interim test exam in week 6; excluding the final test exam in week 16) and have an average score of at least 70% by 3pm on 18 December. However, you are allowed to compensate for a lower score with a higher score as long as the average is 70%. Moreover, you can take all Canvas quizzes as many times as you like, and your best score will remain on your Canvas grade overview. You cannot take the final exam if you have not completed all Canvas quizzes and have not achieved the 70% average. In such a case, the only option available to you is to write the retake exam.

Didactical choice:

All learning materials for the Accounting & Finance course will be provided to you on the learning platform CANVAS. In this virtual classroom, you will find a complete overview of the different activities which you need to complete for the course, and thus it will be effortless for you to track your own study progress. You will automatically be invited to the CANVAS environment of PM09 a couple of days before the start of the semester, and the direct link to the course can be found [here](#). **A note for retake students:** There will be a new Canvas environment each semester. Since the content of the course might vary, please make sure to always study the latest version of the course.

The video game:

World of Wisdom is a computer game that was programmed to support you with the first topics of the PM09 course, namely the Balance Sheet, the Income Statement and the Cash Flow Statement. Playing this game is part of the homework of the first three weeks of the course and you can install it by clicking on the following link:



PM10 Operations and Supply Chain

Progress Code	PM10IE21F
Module Type	Lectures
Course Coordinator	Xavier Aldape-Perez (ALDX01)
Lecturers	1AF/BF: Xavier Aldape-Perez (ALDX01)

Program and Module Learning Outcomes (PLO's and MLO's)

Domain	Domain Category	PLO's	MLO's
Tools for Working & Management 20 (TWM20)	Operations & Supply Chain Management	Evaluate the operations processes within and between organisations.	Student can show understanding of basic Operations and Supply Chain concepts used to appraise a firm's operational performance.
Tools for working & Management 21 (TWM21)	Operations & Supply Chain Management	Manage operations processes within and between organisations.	<ul style="list-style-type: none"> • Student can recognize most common business functions within an organisation. • Student can apply a straightforward calculation to determine performance.

This is the knowledge/skill you will acquire:

This course provides you with the fundamentals of Operations and Supply Chain Management. You will start by having an understanding of what a process is and eventually you will be exposed to several techniques on how to manage processes from a high-level strategic perspective such as the Supply Chain, to a low-level operational perspective such as Assembly Lines. At the end of this course, you can:

- Understand the function and value of operations management;
- Have a process-thinking perspective from business;
- Understand the main supply chain activities by applying the SCOR model;
- Name the advantages and limitations of Key Performance Indicators (KPIs);
- Calculate the productivity (single and multifactor) for different operations;
- Enlist the main competitive objectives for business success;
- Measure the Reliability, Agility and Responsiveness for a supply chain network;
- Assess the efficiency of a supply chain operation by means of inventory ratios;
- Select a suitable process approach by considering demand volume and product variety;
- Balance the workload for a line-process;
- Define a process constraint (bottleneck);
- Identify the bottleneck on both, production and service processes;
- Determine a process capacity by considering its bottleneck;
- Make a distinction between VALUE and NON-VALUE activities from the Lean perspective;
- Analyse and improve a process by means of a Value Stream Mapping (VSM) technique;
- Estimate the Process Cycle Efficiency (PCE) by using the Value Stream Mapping technique;
- Apply the right forecast technique to different scenarios;
- Assess the accuracy of a forecast by using the Mean Absolute Deviation (MAD);
- Model the experience gained by employees by using learning-curves methods;
- Budget resources, considering an expected learning effect from employees when performing a task.

This is what you will deliver:

The method of testing will be in the form of open book written individual examination with a weight value of 100%. The examination will cover all topics.

This is how to do it:

Students self-study the material on a weekly basis, before arriving to class. The lecturer gives input in a weekly lecture to provide students with the necessary theoretical background, solving their questions, hence enabling them to understand the topics of the course. Students apply the knowledge in exercises being related to the topic of the corresponding lecture during class and at home.

PM11 Organisation and People II

Progress Code	PM11IE21F
Module Type	Tutorials
Course Coordinator	Ioana Grosu (GROI07)
Lecturers	IB1AF: Silke Röttger (ROTS01) IB1BF: Ioana Grosu (GROI07)

Program and Module Learning Outcomes (PLO's and MLO's)

Domain	Domain Category	PLO's	MLO's
Tools for Working & Management 22 (TWM22)	Organisation & People	Draft the strategic cycle of part(s) of the organisation (process and content).	Student can describe the strategic cycle and the basic steps in a change process.
Tools for Working & Management 23 (TWM23)	Organisation & People	Assess the impact of change on the organisation.	<ul style="list-style-type: none"> • Student can use HR and management theories to explain how change impacts people within an organisation. • Student can describe the strategy of a company in terms of existing models.

This is the knowledge/skill you will acquire:

As future business leaders and line managers, students will be involved in people management. Therefore, students need to acquire basic knowledge of Human Resources Management. As a supporting module to the 2nd semester project, PM11 will provide students with the required theoretical and practical knowledge on this theme.

At the end of the module Students can use HR and management theories to explain how change impacts people within an organization (TWM22,23).

This is what you will deliver:

Students will be tested by means of a written exam. The exam will be based on the topics discussed during the weekly tutorials. The exam will be open book.

This is how to do it:

The module is delivered as a weekly tutorial of 90 minutes. Students are highly recommended to attend class, participate actively in class and study before and after class.

PM12 Effective Communication Skills II

Progress Code	PM12IE21F
Module Type	Tutorials
Learning Line Coordinator	Caroline Jacobs (JACC02)
Lecturer	1AF/BF: Paul Scholey (SCHP07)

Program and Module Learning Outcomes (PLO's and MLO's)

Domain	Domain Category	PLO's	MLO's
Ways of Working 4 (WW4)	International Business Communication	Communicate (business) messages effectively persuasively using advanced English to an (un)informed audience.	Student can write a structured report in accordance with professional writing guidelines in a persuasive and coherent manner for an (un)informed audience at an advanced level of English.

This is the knowledge/skill you will acquire:

You will be trained in key writing skills in English.

You will become culturally aware in business communication.

You will learn to write an IB Business Research Report.

You will learn to apply the IB report guide and IB layout requirements.

This is what you will deliver:

You will deliver a final written individual argumentative report based on a thesis statement to demonstrate that you have mastered the required writing skills, you apply the IB report guide and know how to work with the IB layout requirements.

Deliverable	Type of assessment	Weight
Report	Individual	100%

This is how to do it:

Effective Communication II (PM12) focuses on the skills needed to effectively communicate in writing during PM8 "Analyse your Company". The contents covered during this semester are (report) writing skills and intercultural awareness in business communication. Acquiring these skills will not only enable you to pass the final assessment report of PM12 and PM8, but these skills will also be valuable during your entire study course and future professional career.

In order to master these skills, a theoretical basis and regular practice is needed. The theoretical basis is provided in class and will be available online. In addition, you are asked to train your intercultural awareness and writing skills by means of self-study and the application in the PM8 project. During the weekly 90 minute hands-on tutorials, you will be training your writing skills. You are asked to apply these skills when writing the chapters of your PM8 report. To develop your writing skills even further, you will receive formative feedback on your written work. This can be done by handing in the individual chapters of the PM8 report at the end of each sprint. This feedback will enable you to improve your writing skills and optimise the final report of PM8. At the end of the module you are asked to demonstrate that you have mastered the required level of writing skills in the form of an individual argumentative report based on a thesis statement.

PM13 Additional Language / Dutch II

Progress Code	PM13IE21F-D
Module Type	Tutorials
Course Coordinator Dutch for German students	Henk Beijers (BEIH01)
Course Coordinator Dutch for international students	Linda Goldmann (GOLL01)
Lecturers Dutch for German students	Marianne Pütz (PUTM01)
Lecturers Dutch for international students	Linda Goldmann (GOLL01)

Program and Module Learning Outcomes (PLO's and MLO's)

Domain	Domain Category	PLO's	MLO's
Ways of Working 5 (WW5)	International Business Communication	Students can use one or two additional languages to facilitate international business.	<ul style="list-style-type: none"> • Student can understand sentences and frequently used expressions related to areas of most immediate relevance. • Student can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. • Student can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

This is the knowledge/skill you will acquire:

German (speaking) students:

At the end of the **SECOND** semester you will be able to reach **level A2** in Dutch, as defined by the *Common European Framework of Languages* (CEFR), emphasizing *speaking* and *listening* skills. Please see table below.

Level A2 Common European Framework of Languages				
UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	Writing
Student can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (i.e. very basic personal and familial information, shopping, local area, employment). Can catch the main point in short, clear, simple messages and announcements.	Student can read very short, simple texts. Can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and can understand short simple personal letters.	Student can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. Can handle very short social exchanges, even though he/she can't usually understand enough to keep the conversation going himself/herself.	Student can use a series of phrases and sentences to describe in simple terms family and other people, living conditions, educational background and present or most recent job.	Student can write short, simple notes and messages relating to matters in areas of immediate need. Can write a very simple personal letter, for example thanking someone for something.

International students (students who have a native language other than German):

At the end of the **SECOND** semester you will be able to reach **level A1** in Dutch, as defined by the *Common European Framework of Languages* (CEFR), emphasizing *speaking* and *listening* skills. Please see table below. This table is the same as the one in the semester handbook of semester 1.

Level A1 Common European Framework of Languages				
UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	Writing
Students can recognise familiar words and very basic phrases concerning themselves, their family and immediate and concrete surroundings when people speak slowly and clearly.	Students can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	Students can interact in a simple way, provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help formulate what they are trying to say. Students can ask and answer simple questions in areas of immediate need or on very familiar topics.	Students can use simple phrases and sentences to describe where they live and people they know.	Students can write a short, simple postcard, for example sending holiday greetings. Student can fill in forms with personal details, for example entering name, nationality and address on a hotel registration form.

This is what you will deliver:

This module will be assessed through

- an in class (online) written exam in lesson week 9 with a duration of 30 minutes (30%),
- an oral exam at the end of the semester; this oral exam will have a duration of 15 minutes and will be done individually or in pairs (70%). When in pairs, every student will be assessed individually. The oral exam will take place during examination weeks.

To pass this module, both exams need to be graded at least a 5,5.

This is how to do it:

You will always attend classes.

You will be prepared, do your homework.

You will spend at least 2,5 hours (150 minutes) per week on studying for this module.

PM13 Additional Language / Spanish II

Progress Code	PM13IE21F-S
Module Type	Tutorials
Course Coordinator	Estela Aguilera Nogales (AGUE01)
Lecturers	Nuria Burrel Diez (BURN01)

Program and Module Learning Outcomes (PLO's and MLO's)

Domain	Domain Category	PLO's	MLO's
Ways of Working 5 (WW5)	International Business Communication	Students can use one or two additional languages to facilitate international business.	<ul style="list-style-type: none"> • Student can understand sentences and frequently used expressions related to areas of most immediate relevance. • Student can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. • Student can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

This is the knowledge/skill you will acquire:

This is the knowledge/skill you will acquire:

At the end of semester 2 you can communicate on **level A2** in Spanish as defined by the *Common European Framework of Languages* (CEFR), emphasising speaking and listening skills. Please see table below. This is a language course for business purposes: you will learn how to communicate in Spanish in a professional environment.

Level A2 Common European Framework of Languages				
UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	Writing
Student can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (i.e. very basic personal and familiar information, shopping, local area, employment). Can catch the main point in short, clear, simple messages and announcements.	Student can read very short, simple texts. Can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and can understand short simple personal letters.	Student can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. Can handle very short social exchanges, even though he/she can't usually understand enough to keep the conversation going himself/herself.	Student can use a series of phrases and sentences to describe in simple terms family and other people, living conditions, educational background and present or most recent job.	Student can write short, simple notes and messages relating to matters in areas of immediate need. Can write a very simple personal letter, for example thanking someone for something.

This is what you will deliver:

This module will be tested individually in an oral examination of 10 minutes (including verbal feedback) at the end of the semester. The oral assessment will take place during the examination weeks.

This is how to do it:

This Spanish course enables you to communicate and interact in a Spanish business context. Exercises and activities that reflect daily and business situations will be practiced, using a communicative approach. This means that the focus will be mainly on speaking and listening. Vocabulary and grammar will be taught within a task based context. Some cultural aspects will be highlighted to facilitate the business communication in several common situations.

The course will be delivered in interactive sessions of 1,5 hours a week and you are expected to spend at least 2,5 hours per week on self-study. You are highly recommended to attend class, prepare for class, and participate actively in class, as the pace of the sessions is high.

¡Nos vemos en la clase de español!

PM13 Additional Language / German II

Progress Code	PM13IE21F-G
Module Type	Tutorials
Course Coordinator	Jacqueline Lümme (LUMJ02)
Lecturers	Jacqueline Lümme (LUMJ02)

Program and Module Learning Outcomes (PLO's and MLO's)

Domain	Domain Category	PLO's	MLO's
Ways of Working 5 (WW5)	International Business Communication	Students can use one or two additional languages to facilitate international business.	<ul style="list-style-type: none"> • Student can understand sentences and frequently used expressions related to areas of most immediate relevance. • Student can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. • Student can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

This is the knowledge/skill you will acquire:

At the end of the **SECOND** semester you will be able to reach **level A2 Advanced** in German, as defined by the *Common European Framework of Languages* (CEFR), emphasizing speaking and listening skills. Please see table below.

Level A2 Common European Framework of Languages				
UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	Writing
Student can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (i.e. very basic personal and familial information, shopping, local area, employment). Can catch the main point in short, clear, simple messages and announcements.	Student can read very short, simple texts. Can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and can understand short simple personal letters.	Student can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. Can handle very short social exchanges, even though he/she can't usually understand enough to keep the conversation going himself/herself.	Student can use a series of phrases and sentences to describe in simple terms family and other people, living conditions, educational background and present or most recent job.	Student can write short, simple notes and messages relating to matters in areas of immediate need. Can write a very simple personal letter, for example thanking someone for something.

This is what you will deliver:

This module will be assessed through

- an in class (online) written exam in lesson week 9 with a duration of 30 minutes (30%),
- an oral exam at the end of the semester; this oral exam will have a duration of 15 minutes and will be done individually or in pairs (70%). When in pairs, every student will be assessed individually. The oral exam will take place during examination weeks.

To pass this module, both exams need to be graded at least a 5,5.

This is how to do it:

You will always attend classes.

You will be prepared, do your homework.

You will spend at least 2,5 hours (150 minutes) per week on studying for this module

PM14 Personal & Professional Development II

Progress Code	PM14IE21F
Module Type	Personal Coaching, Tutorials and Workshops
Course Coordinators	Madeleine Goedhart (GOEM05) Khalid Raihan (RAIK01)
Coaches	IB1AF: Rob de Jong (JONR13) IB1BF: Paul Scholey (SCHP07)

Program and Module Learning Outcomes (PLO's and MLO's)

Domain	Domain Category	PLO's	MLO's
Living in the world 8 (LW8)	Personal and Professional Development	Express reflections on his personal development with the aim of personal growth.	<ul style="list-style-type: none"> Student can identify personal introduction, future ambitions and development goals by means of applying action steps to achieve these goals. Student can explain sufficient activities in line with set goals.
Living in the world 9 (LW9)	Personal and Professional Development	Respond appropriately to an unfamiliar, or unexpectedly changing, business environment.	Student can demonstrate understanding of unfamiliar contexts in a project environment.
Living in the World 10 (LW10)	Ethical & Social Responsibility	Formulate ones' own position concerning ethical and social responsibility in a professional environment.	Student can take social responsibility.
Living in the world 11 (LW11)	Intercultural Proficiency	Mitigate the pitfalls of cultural differences in business and social contexts	Student can explain the pitfalls of cultural differences by learning how to mitigate these pitfalls.
Living in the world 12 (LW12)	Intercultural Proficiency	Display willingness to work with people from other cultures and to work in countries with different cultural backgrounds.	Student can demonstrate how to work with people from other countries or cultures.
Living in the World 13 (LW13)	Intercultural Proficiency	Use appropriate verbal and non-verbal communication in an intercultural setting	Student can demonstrate use of verbal and non-verbal communication in an intercultural setting.
Living in the world 14 (LW14)	Intercultural Proficiency	Assess the effect of cultural differences upon organisational behaviour and strategic choices.	Student can demonstrate how cultural backgrounds affect the organisation of project work.

This is the knowledge/skill you will acquire:

Welcome to the next phase in the propaedeutic phase of your *Journey*, and to the module *Personal and Professional Development II*, in which you may decide in which ways you will develop (within a certain bandwidth), as YOU are responsible for your own development.

Within this module you keep on actively working on improving key personal and professional competencies. Self-assessment, reflection and training, both in the study programme and outside of university, form an important basis for this module and you keep track of your own progress, achievements and developments.

This is what you will deliver:

You keep on working on the *Journey portfolio* that you created in the first semester, reflecting continuously on your personal and professional development. The portfolio will be assessed by your Journey coach in the regular examination weeks, and you have two chances (take and repair) to pass this module.

There is some structure and guidance in what you will deliver, and you have to reach the performance indicators for the PM14 Journey portfolio at the end of semester 2, which are based on the MLOs mentioned above. This semester, you review the Who am I?-question, you redefine your future ambitions and goals for year 1, and you will reflect on unfamiliar situations, your collaboration within the PM8 project and you reflect on competences connected to the intercultural self-analysis. Next to writing reflections on the MLOs, you have a lot of influence and freedom over what you will deliver in this module. You will invest at least 20 hours in your personal development this semester by reading books and articles, watching documentaries, listening to podcasts and/or participating in online or offline training sessions and you reflect on these activities. Main indicators are that it should help you in your self-development and that you focus on your own needs.

An important element of your *Journey* is the *Giving back to society*-part. Every IB student invests at least 10 hours per semester in giving back to Fontys or in contributing to society in general. You reflect on these activities afterwards. Volunteering will broaden your horizon and it will help you in your growth as a person and professional.

This semester, you will have at least two individual talks with your coach, in which you discuss your self-development as well as your study progress.

Important! Please consult the Student Manual PM14 for more detailed information about the module, the MLOs and the specific performance indicators.

This is how you do it:

To a large extent YOU decide and YOU are responsible. Of course, your coach will guide you and will be there for you. However, just like in previous semesters, we will put you in control. We will be facilitating you by having some information available and helping you finding your own answers. Group sessions in various sizes and various compositions and individual talks will be a structural part of this module. The reserved time in your schedule (PM14) will be used for these sessions, but it could also be necessary to meet at different moments.

Enjoy your Journey!