

ELECTIVE COURSE PREPARATION HBO



COLOPHON

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HOW TO WORK WITH AN ELECTIVE COURSE?

Every education contains several elective courses. These courses are meant to prepare you for the labour market and to improve your chances at a HBO education. Your school determine what you can choose from and when you can follow an elective course. The time you spend on an elective course varies: 240, 480 or 720 of study hours. This information can be found in the introduction *About this elective course* at the start of every elective course.

Your school determines where and when you work on an elective course. This might be at school, at your internship company or at home. Most of the time, it will be a mix of these three locations.

Introduction

An elective course Edu'Actief starts with an introduction. Apart from a short introductory text, this might be a video about someone working in the professional sector the elective course focuses on. Subsequently, you will find a list of the different parts and learning units the elective course consists of.

Challenge

Then, you will find a description of the challenge you are going to work on. Every elective course gradually builds up to a final assignment: your challenge. For this, you will use everything you have learned from the elective course. This might be the organisation of a wine tasting with matching appetizers, a complete business plan for a start-up or a care file about the treatment you offered a client and the results of this. Step by step, you work towards your final assignment. Every step you take will bring you to at least one professional product per leaning unit, meaning: a document, a (video) report of a conversation or a physical product, as the ones you make in professional practice. This might be a wine list or the financial chapter of a business plan.

Results

Subsequently, you will find the description of the goals you are going to work on: a list of the results at the end of the elective course.

Assessment

You will work on your assignments individually as well as together with your fellow students. The assessment of your work will be done in different ways and at different times. Your teacher will decide how and when the assessment is done. You might have to make several tests for the final review, but the professional products you hand in for every elective course will be part of the final review as

well. Of course, your final assignment will be assessed too. This is explained in the introductions of every elective course and every learning unit. Your teacher will determine the weight of each assignment.

Orientation assignments

Before you start with the first learning unit of an elective course, you will make several assignments, so you can orientate on the information. This way, you can prepare yourself, which is a very important part of every learning process.

Sources and references

In this elective course, you find references to sources. You can recognize these by the icon. It can be a theory source, a link to a website or a video. The icons look as follows:



Website



Theory source



Video

The theory sources can be found in alphabetical order after the assignments. You can use the table of content to quickly find the sources you need.

NOTE!

Sources are indicated in different ways:

1. source **before** an assignment
In this case, the theory source applies to the assignments that follow.
 2. source **in** an assignment.
In this case, the theory source only applies to one specific assignment.
If there is no indication of a source **in** the assignment, but if you do not specific information, you can find this information in one of the earlier mentioned sources in this learning unit.
-

The websites and the videos can be found on 24boost, the learning platform where you can find the digital version of this elective course. The elective course is divided into learning units. The title of each learning unit can be found on top of the page in your book. Find the right assignment number and/or the source you need on 24boost.

To get access to 24boost, you first need to create an account and activate your license.

Log in

You find a license code in front of the book. With this code, you are able to watch videos and to look at the role plays, forms, weblinks and sources you need.

Description log in process

If you want to log in for the first time, you need to activate your license. The license can be found in the front of the book.

How to activate the license?

Open your browser and navigate to www.edu-actief.nl/licentie

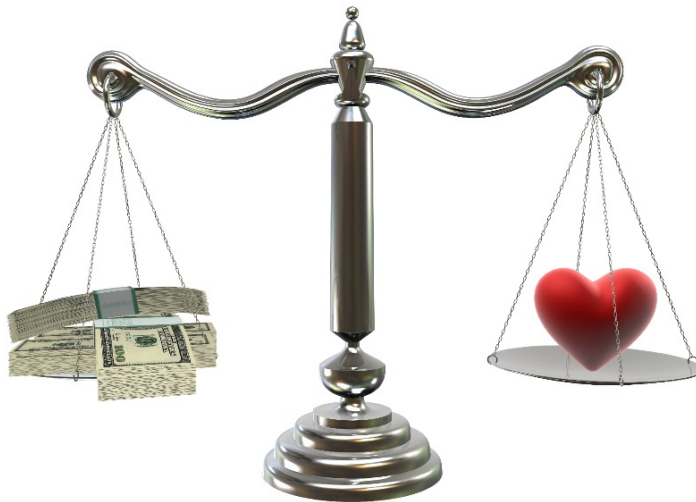
Here, you find a video concerning the activation of your license. Watch this video.

Follow the steps to activate your license.

You can log in by entering your username and password. Now, you can log in.

1. ABOUT THIS ELECTIVE COURSE

ABOUT THIS ELECTIVE COURSE



Welcome to the elective course Preparation hbo. In the upcoming period you are going to work on your future. The way in which you will do that will not just determine your mark for this course. It will also give you an idea of the opportunities you have to successfully undergo the hbo.

Successfully moving on from mbo to hbo is not to be taken for granted. In fact, your chances of not finishing an hbo programme are bigger than your chances of finishing are. Annually, this costs the government millions of euros. But more importantly: annually, it costs students like yourself thousands of euros. Students who do not move on successfully are left behind with a debt and an unfinished education.

Luckily, there are lots of mbo students who do move on successfully. Two things make the difference: knowing what you are getting into, and knowing what makes you happy.

In this elective course we are putting you to work. You are going to investigate what you are capable of, what you want, and how you can achieve that. You are not only going to learn more about the hbo, but you are also going to get to know the materials and methodology of the hbo.

Your future – whether or not that is the hbo – is in your hands. Today is a good day to seriously work on that.



How to work with an elective course?



HBO, fun!?

Watch this video about the hbo carefully.



What is studying at the HBO like?

THE CHALLENGE



This elective course is not about giving the correct answers or what others expect of you. This elective course is about taking yourself seriously! You are going to determine what you want to do in life and whether the hbo can help you achieve that.

This elective course does not only offer knowledge of the hbo, but also requires you to work like an hbo student and be responsible for that yourself. It is about diving into subjects and solving ambiguities yourself or with others. This requires teamwork and a constructive, positive attitude. You are doing this elective course because you chose to. You are doing it with conviction, because it is a chance to learn something important. This attitude and your curiosity will determine your success now, in this elective course, but also at the hbo in the future.

Do you have the right attitude and motivation for the hbo? Great! Don't you? Then this elective course offers you the opportunity to change your attitude. In this elective course you will look at your attributes, ambitions, and possibilities.

After that, you will organise a presentation on the hbo and what you have learned with a project team.

The results of this elective course are:

- You know what you want and what you are capable of.
- You know what kind of job you would like to have.
- You know whether the hbo suits you and why.
- You know what hbo programme you would like to attend.
- You and a team can organise an hbo-worthy presentation.

When you finish this elective course, you will have researched, selected, and analysed information. You will have reflected on your behaviour and the results in a manner befitting the hbo. Furthermore, you will have worked in a project team. Because of that you will know what hbo programmes and professions there are and you will be able to make a well-informed decision about your future at the hbo.

This elective course consists of five learning units. Each unit builds up to an end product where all information comes together. We call that a professional product.

The five professional products are:

1. a visual story about your own attributes
2. a vlog about the search for the perfect study programme/job
3. a conversation about furthering your education at the hbo
4. a written report on your choice of study programme
5. a group presentation about the experiences gained from this elective course.

The teacher assesses the final assignments. You do the other assignments from the learning units yourself as preparation. The teacher does not assess these. They do go over them and judge whether the assignments were worked on sufficiently or insufficiently.

Before you start the first learning unit, you will do three assignments to orientate on this elective course Preparation hbo.

1.1 ORIENTATION

OPDRACHT 1: HBO OFFERS CAREER PERSPECTIVE!



In the Netherlands, only one in four people have finished an hbo or university programme. Attending an hbo programme is not at all a requirement for a happy or successful life.

Higher education is not for everybody. It is a serious investment of at least four years. In those four years there are a lot of things that can cause one to not finish the programme. Preparing well for an hbo programme diminishes the chances of that happening to you, too.



Video doing something different for 30 days

- a. Talk about furthering your education with your class or a group of fellow students. Together, make a list of as many things as you can think of that cause people to fail at the hbo.
- b. Look at the list you made for a. Write down who from the group or the class ever shows these behaviours. For each bullet point, write down how many students could get in trouble.
- c. Make a list of things that can make your time at the hbo into a success.
- d. Look through the list. Write down who from the group or the class has these traits or shows these qualities sometimes. For each bullet point, write down how many students could be successful at the hbo.

- e. Watch the video 'doing something different for 30 days'. After that, think of some behaviour you can change to increase your chances of educational success. Challenge yourself to keep up this behaviour for at least thirty days. After thirty days, write a brief report about it.

OPDRACHT 2: HOW DO YOU BECOME AND STAY SUCCESSFUL?



Being successful does not happen by itself. Happiness does not come naturally for anyone. You have to take responsibility in order to become successful. Being successful means something different for everyone. But to become successful everyone has to do more or less the same. According to success-expert Richard St. John successful people share eight attributes:

1. **PASSION:** successful people love what they do.
2. **WORK:** they work very hard.
3. **FOCUS:** they focus on one thing, not all things.
4. **PUSH:** they keep pushing themselves.
5. **IDEAS:** they come up with good ideas.
6. **IMPROVEMENT:** they continue to improve themselves and the things they do.
7. **SERVICE:** they serve others something valuable.
8. **PERSEVERANCE:** they persevere, despite time, failures, and setbacks.



Studying at the HBO



Video How do you become and stay successful?

- a. Watch the video 'How do you become and stay successful?' It is about the characteristics of successful people. Next, discuss whether you possess these characteristics with several classmates.

- b. Discuss your passion.
- c. Discuss your work.
- d. Discuss your focus.
- e. Discuss your push.
- f. Discuss your ideas.
- g. Discuss your improvement.
- h. Discuss your service.
- i. Discuss your perseverance.
- j. Write down how big your chances of success are based on these eight attributes.
- k. Finally, watch the video 'Studying at the hbo' as a first introduction and to orientate. What is the most important learning moment in this film for you?

OPDRACHT 3: WHAT IS STUDYING AT THE HBO LIKE?

Studying at the hbo is different from studying at the mbo.



What is studying at the HBO like?

Watch the video 'What is studying at the HBO like?' again.

Write down as many comments that are made in the video that you find important to be successful at the hbo as possible.

2. CHOOSING FOR YOURSELF

ABOUT THIS LEARNING UNIT

When you move on to the hbo with an mbo certificate, you make the people around you proud. You take yourself seriously and increase your chances of getting a well-paid job. Or at least, you hope so. But for almost half of those who move on from the mbo things work out differently. Within a year they switch programmes or drop out. Doing so, they do not just waste a year, but also kill some of their self-esteem, because failure never feels good.



Many students waste one or more years because they start a programme that does not suit them at all. In this learning unit you are therefore going to investigate what suits you. You are going to examine who you are, what you are capable of, what you would want, what you feel good about, and what energises you.

You will wrap up this learning unit with an animation in which you show who you are and what you want. You will base the animation on a mind map that brings together your answers from these learning units.

During this learning unit, ask the people in your life for help and allow others to inspire you. But mostly, listen to yourself. You will have to work for at least forty years, and so you do not want to get stuck doing something that does not make you happy.

The result of this learning unit:
You know what you want and what you are capable of.

Assessment

The professional product your teacher will assess is:

- a visual story about your own attributes.

2.1 CHOOSING FOR YOURSELF

OPDRACHT 1: WHO ARE YOU?

Making decisions is hard. And making the right decision is even harder. Often we just choose whatever. We choose something we expect will not cause many problems. Or we choose something because the people around us expect us to. But these choices are not the best ones. The best choices are those you make for yourself. So choose consciously, and choose something that suits who you are. What determines who you are? Are you what you look like? Does what you can do determine who you are? Or is it about what you think, or maybe what you feel?

For this assignment you are going to look for who you are, so you can use that to choose what suits you best. Allow yourself to dream and do not be afraid to dream big. Working on a dream and fulfilling it is a learning process. Having no dreams and protecting yourself from disappointment seems safe, but deprives you of the opportunity to really achieve something. Allow the video 'Dare to dream' to inspire you.



Dare to dream



Theory source Goals or means



Match your interests test
Career test hbo and wo
Big Five personality test

- a. Talk about your dreams to a fellow student. Both make a list of at least six goals you hope to achieve in life. Make sure these goals are celebratory, challenging, exciting, pure, and useful. Read the source 'Goals or means' and tell each other about your six goals. It is up to the other to ask questions and figure out whether the goals are real goals or if they are means to achieve different goals. Finish by writing down your three most important goals.

	Goals
1	
2	
3	

- b. Take the 'Match your interests test' and the 'career test hbo and wo' to examine where your interests lie. Using a number of questions these tests give you an idea of what you like and do not like. Paste the URLs of the results or take screenshots and upload them.
- c. Discuss the results of the online tests with a fellow student and write a short report about it. At least cover the following four questions:
1. Are the results correct?
 2. What is surprising?
 3. What is not surprising?
 4. What is missing?

Questions	Space to answer
Are the results correct?	
What is surprising?	
What is not surprising ?	
What is missing?	

- d. Go to the 'Big Five personality test' and fill out the survey to get a picture of your personality traits. Are you extravert, friendly, emotional, orderly, or open? Paste the URL of the results or take screenshots and upload them.
- e. Find one other online personality test and fill it out. Paste the URL of the results or take screenshots and upload them.



Who am I not?

- f. Ask someone who cares a lot about you for help. If you have a good relationship with your parents, they are an obvious party. You can also think of a guardian, your teacher, or an important friend. Send them the links (or screenshots) of the 'Match your interest' test, the 'career test hbo and wo', the 'Big Five personality test', and the additional test. Together, read the results and have a conversation about them. Next, write down the realisations you got from your conversation partner.

OPDRACHT 2: WHAT ARE YOU GOOD AT?



It is important to know what you want. But it is at least as important to know what you are capable of. There are things you are good at, but there are also things you are not capable of now and that you will never really be good at. It is important to keep that in mind when making decisions about your future. If you do so, you increase your chances of a satisfying and successful working life.

It is difficult to know what you are good at, though. What you are good at often doesn't take much effort, and so these qualities are the most normal thing in the world. In fact: the better you are at something, the more normal it is to you.

Luckily, you can deduce what you are good at from other things. One example is by means of a core quadrant in which you figure out your attributes through your annoyances, challenges, and pitfalls. But the people around you can also help. They often will not tell you of their own accord, but they usually have a good idea of where your strengths and weaknesses lie.



Theory source [What my annoyances say about me](#)



Core quadrant animation
 Filled out core quadrant
 Empty core quadrant
 Special attributes video
 Working with a word cloud

- a. Ask a fellow student to help you with this assignment. Watch the core quadrant animation and read the source 'What my annoyances say about me' and discuss the workings of the core quadrant. Next, think of two things that annoy you about other people. Summarize one annoyance in one word. Write the word in the empty text space on the bottom left of an empty core quadrant. This is your allergy. Next, write down the corresponding attribute, pitfall, and challenge. In a new core quadrant, do the same for your second annoyance.
- b. Together with a fellow student, look for more attributes. Do not just think of school subjects. Use the source 'Special attributes'. Also examine what you have, do, think, and feel. Maybe you speak more than one language, you are extremely patient, very generous, or often hear that you are a good listener. Or maybe you are great at sports, kind to children, or a fantastic cook. Everybody has attributes. It is up to you and a fellow student to find your seven best attributes. Write them down.

1	
2	
3	
4	
5	
6	
7	

- c. Ask at least three people who know you to write down their opinion on your attributes and ask them to email that to you. Because you use different attributes in different situations it is important to not just ask fellow students to do this. Also ask friends, people you play sports with, colleagues, or family members. Tell them they can name all sorts of attributes, work-related as well as personal attributes. They may do this in the shape of a story but it may also be a list of words. Write down whom you asked.

1	
2	
3	
Remaining	