

York University
School of Human Resource Management

Course Outline

HRM 4430 M
Career Management

WINTER 2020

Credits: 3.0

Day/Time: Wednesdays 2:30 to 5:30 pm

Location: ACW 209

Instructor: Dr. Michael McGarry

Email: mmcgarry@yorku.ca

Office hours: By appointment – Hours TBA

Office Location: Atkinson College, Room 121

Course Description

This course examines various concepts of a career. Relevant theory and important terms will be analyzed, including the history of careers, types of careers, the factors that impact careers and career choices, the importance of career to life experience, and how the changing nature of work influences careers. There will also be discussions of practical topics such as how to plan, develop, and manage a career. Students will be encouraged to think critically about these subjects while acquiring knowledge and skills to support their current and future professional goals. The learning outcomes of this course will be achieved through lectures, class discussions, and assignments.

Prerequisites

Prerequisites: AP/HRM 2600 3.00 and AP/HRM 3410 3.00.

Students are responsible to ensure that they have the prerequisites as stated in the course outline. Students who do not have the prerequisites are at risk of being dropped from the course at any time during the term. The School of Human Resource Management will not be responsible for refunds resulting from students being dropped from a course due to a lack of appropriate prerequisites. Questions about enrollment and all matters pertaining to course registration should be directed to the School of Human Resource Management.

Required Text

Inkson, K., N. Dries and J. Arnold, *Understanding Careers: The Metaphors of Working Lives* (London: SAGE, 2015)

Power point slides for each week's topic will be available for download from the course Moodle page before each class.

Note: The Instructor may add additional readings or other materials for specific classes in order to keep course content current and enhance learning. Students will be provided with these readings or materials prior to class.

Class Schedule

Week	Dates	Topics	Readings	Assignments Due
1	January 8	Course Overview / The History and Definitions of a Career / Career as Metaphor	Inkson, Dries and Arnold Chapter 1	Due dates for assignments and dates for exams are marked in bold
2	January 15	Careers in Context / Careers as Inheritances	Inkson, Dries and Arnold 2 & 3	
3	January 22	Careers as Cycles	Inkson, Dries and Arnold 4	
4	January 29	Careers as Action	Inkson, Dries and Arnold 5	
5	February 5	Careers as Fit Midterm Exam Review	Inkson, Dries and Arnold 6	

Week	Dates	Topics	Readings	Assignments Due
6	February 12	MIDTERM EXAM	Inkson, Dries and Arnold Chapters 1- 6	MIDTERM EXAM
7	February 19	Reading Week (No classes)		
8	February 26	Careers as Roles / Careers as Relationships	Inkson, Dries and Arnold 8 & 9	
9	March 4	Careers as Resources / Careers as Stories	Inkson, Dries and Arnold 10 & 11	ASSIGNMENT #1
10	March 11	Career Self-Management / Career Counselling	Inkson, Dries and Arnold 12 & 13	
11	March 18	Careers as Journeys	Inkson, Dries and Arnold 7	
12	March 25	TEAM PRESENTATIONS		TEAM PRESENTATIONS

Week	Dates	Topics	Readings	Assignments Due
13	April 1	TEAM PRESENTATIONS / REPORTS DUE		TEAM PRESENTATIONS & REPORTS

Please note: The Instructor reserves the right to change or alter the schedule with sufficient notice to students.

Learning Outcomes

Upon successful completion of this course the student will be able to:

1. Understand the historical and theoretical basis of careers, and the role of a career in life experience.
2. Recognize the influence on careers of various factors, such as social, personal, economic, political, and organizational.
3. Develop and use the skills necessary to plan, pursue, and manage a career, especially in shifting work environments and labour markets.
4. Apply knowledge of the foregoing outcomes to assist others with their career plans as part of professional human resources practice.

Grading Policies

Student performance in the course will be assessed according to the following:

Participation	15%
Mid-Term Exam	25%
Individual Assignment	30%
Team Assignment	30%

NOTE: Students must complete all course components. There will not be any transfer of grade weight from one component to another.

Performance Standards/Participation: This is a highly interactive course and every class will require the student's active participation in all class activities. It is

expected that the student will attend every class on time and stay for the entire session. It is expected that the student will have completed the assigned readings, exercises and other preparation prior to class.

Demonstrating engagement with the subject is fundamental to the achievement of a high grade for participation. Human resources practice is highly collaborative, and so participating regularly in class discussions greatly assists individual academic and professional development. In order to encourage participation, points will be awarded to students who regularly raise questions and inspire the productive exploration of relevant issues during class. These points will be used to calculate each student's overall participation grade, which is worth 15% of the overall course grade.

Examinations: There will be a midterm exam held in class and worth 25% of the overall grade for the course. The exam will cover topics discussed in weeks 1 to 6 of the course, and be comprised of short answer and essay questions. A comprehensive review will be conducted in class the week prior to the exam.

Missed Examination: It is the student's responsibility to be available and prepared to write the midterm exam on the scheduled date and time. Students who miss or expect to miss the midterm exam must notify the Instructor of their situation as soon as possible, and provide appropriate written documentation confirming illness or other unforeseen circumstances. If a student misses the midterm exam, an alternative will be scheduled.

Assignments: There will be two assignments. The first, which is worth 30% of the overall grade, will require a report of approximately 4 to 6 pages that responds to a case or topic that pertains to issues discussed during the first 8 weeks of the class. Successful reports will be clearly written and well organized, and contain evidence of critical thinking (analysis, synthesis, and evaluation) and application of key concepts, processes, and important themes of the course.

For the second assignment, which is worth 30% of the overall grade, the class will be divided into teams. Teams will choose from a selection of topics provided or approved by the Instructor. In response to their chosen topic, each team will write a report of 10 to 12 pages that outlines and assesses relevant background information, identifies and examines major issues, and offers recommendations and/or poses further questions. As with the first assignment, successful reports will be clearly written and well organized, and contain evidence of critical thinking (analysis, synthesis, and evaluation) and application of key concepts, processes, and important themes of the course.

In addition to a written report, each team will design and provide a short presentation that outlines their topic, describes research performed to assess issues, offers an analysis that incorporates concepts and practices considered in the course, and suggests recommendations and/or poses further questions.

Important Information for Students

Appropriate class conduct is expected from all students. Class conduct pertains to regular attendance, active participation in class discussions, and the maintenance of a safe, supportive, and inclusive learning environment by treating fellow classmates and the Instructor ethically, civilly, and professionally. All of these are critical to understanding the significance and proper professional application of the terms, concepts, and practices discussed in this course, and therefore, to overall success.

Regular attendance means arriving on time, returning from breaks on time, and displaying maturity and professionalism in the class towards fellow classmates and the Instructor. If you must miss a class you are expected to obtain material covered from a classmate.

In addition, similar to meetings in the workplace, use of electronic devices during the class, with the exception of laptops/tablets for taking notes, is expected to be judicious; that is, so as not to disrupt class or distract classmates. Students who insist on using electronic devices injudiciously while class is in session may be asked to leave the class.

Any instance of uncivil class conduct will result in a grades penalty or, in extreme cases, expulsion. In addition to assisting learning, a commitment to ethical, civil, and professional conduct greatly improves academic achievement and, ultimately, success the workplace.

The School of Human Resources Management will review all final grades. The School reserves the right to modify grades in order to maintain high standards.

Students requiring accommodation should notify as early as possible the York University Office for Counselling and Disability Services. Information can be found at:

<http://ds.info.yorku.ca/>

York University is committed to making reasonable accommodations and adaptations in order to make equitable the educational experience of students with special needs and to promote their full integration into the campus community. **Please alert your Instructor as soon as possible should you require special accommodations.**

All students should review information regarding, Access/Disability, Religious Observance Accommodation, and Student Conduct in Academic Situations provided by the following link:

<http://secretariat-policies.info.yorku.ca/>

All students of York University must adhere to the Senate Policy on Academic Honesty.

Please see:

<http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

Academic misconduct is a very serious issue with potential consequences ranging from failure in the course to dismissal from the university. Academic misconduct is defined broadly as any act that violates the rights of another student in academic work or that involves misrepresentation of your own work.

To help ensure that you write and submit high integrity papers, please see the SPARK Academic Integrity module, which includes the Academic Integrity Checklist, at:

<https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>