

Course Outline

**Career Management
HRM 4430 A, Fall 2020
Tuesdays, 2:30 – 5:30**

Course Instructor: Soosan Latham, Phd

Contact: soosand@yorku.ca

Course webpage: [Moodle]

Virtual office hours: Mondays 2:00 – 3:00 p.m

Times and locations: This is a course that depends on remote teaching and learning. There will be no in-person interactions or activities on campus.

Technical requirements for taking the course: To participate in this course you are expected to attend and appear in video conferencing sessions at required scheduled times and to participate in remote group activities throughout the course. To do so, you require stable high-speed Internet connection and access to a computer with webcam and microphone, and/or a smart device with these features. The course will be offered through Zoom video conferencing.

Here are some useful links for student computing information, resources and help:

[Student Guide to Moodle](#)

[Zoom@YorkU Best Practices](#)

[Zoom@YorkU User Reference Guide](#)

[Computing for Students Website](#)

[Student Guide to eLearning at York University](#)

COURSE OVERVIEW

Provides students with the theory and skills to enable them to manage their own careers, and the careers of employees within organizations. Learning will take place through group presentations and panel activities, case discussions and individual assignments.

Prerequisites: AP/HRM 2600 3.00 and AP/HRM 3410 3.00. Course credit exclusions: None. Prior TO FALL 2009: Prerequisites: AK/ADMS 2600 3.00 or AK/ADMS 3480 3.00 (prior to Summer 2001) and AK/ADMS 3410 3.00. Course credit exclusion: AK/ADMS 4430 3.00.

REQUIRED TEXTBOOK:

Inkson, K., Dries, N., & Arnold, J., (2015), Understanding Careers: The Metaphors of Working Lives, Sage Publications (available in York U bookstore), 2nd Edition.

Other readings and cases will be posted on the course Moodle website. Students should monitor the site consistently.

LEARNING OBJECTIVES:

- Students will learn about career as a life long journey and understand mechanisms of career change.
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- Students will develop an understanding of the current societal, organizational and individual factors that impact their career choices and influence their career trajectories with an understanding of both objective and subjective definitions of career success.
- Students will come to understand the relationships with others and their impact on personal career decisions and the evolution of careers over time.
- Students will discover and understand the importance of a ‘fit’ between personal aspirations, capabilities as well as life balance and well being.
- Students will understand the dynamics and complexities of international careers and what it means to self-manage one’s own career

Organization of The Course

- This course has both synchronous and asynchronous ([Highlighted in Blue](#)) elements and includes discussions, work done in Zoom breakout rooms, and other activities for students both individually and in groups. The current schedule is subject to change.

SESSION	TOPIC	READINGS	Time	ACTIVITY
Sept 15	Introduction & Overview		2:30 – 5:30	Live Zoom Meeting Group Activity: What is a Career?
September 22	Defining Career	Chapter 1 Arthur& Inkson 2005 article	4:00 – 5:30	Dave Armstrong Case: Study group meeting (technology chosen by group members) Live Zoom Class Discussion & Lecture
September 29	Careers in Context Career as Inheritance:	Chapter 3 Heslin (2005) article	3:45 – 5:00	Study group discussion on current market challenges Live Zoom Class Discussion & Lecture
October 6	Careers as Cycles	Chapter 4	2:30 – 3:15	Group 1 Live Zoom Presentation & Q&A

	Career as Action: Taking Charge of Your Career	Chapter 5 &12	3:30 – 5:00	Group 2 Live Zoom Presentation & Q&A
October 13	READING WEEK			
October 20	Knowing Why Career as Fit	Chapters 6	2:30 – 3:15 3:45 – 5:30	Group 2 Live Zoom Presentation & Q&A Live Zoom Class Discussion & Lecture
October 27	MID TERM EXAM			
November 3	Careers as Journey Managing Career Change	Chapter 7	2:30 – 3:15 3:45 – 5:30	Group 3 Live Zoom Presentation Live Zoom Class Discussion & Lecture
November 10	Career as Roles Work-Life Balance	Chapter 8	2:30 – 3:15 3:45 – 5:30	Group 4 Live Zoom Presentation Live Zoom Class Discussion & Lecture
November 17	Career as Relationships: 'Knowing Who'	Chapter 9	2:30 – 3:15 3:45 – 4:30 4:30 – 5:30	Group 5 Live Zoom Presentation "Knowing Who" document preparation Live Zoom Class Discussion & Lecture
November 24	Career as Resource: Knowing How	Chapters 10 &14	2:30 – 3:30 4:00 – 5:30	Group 6 Live Zoom Presentation Live Zoom Class Discussion & Lecture
December 1	Careers as Stories	Chapters 11 &13	2: 30 - 4:00 4:30 – 5:30	Live Zoom Class Discussion & Lecture Course Review Paper Due
December 8	Final Exam			

Evaluation

STUDENTS MUST COMPLETE ALL ASPECTS OF THE COURSE, THERE IS NO MAKE UP OPPORTUNITY FOR MISSED MID TERM EXAM.

Group Case Presentation	30% (Group 20% & Individual 10%)
Mid Term	20%
Final Exam	20%
Paper	30%

GROUP CASE STUDY PRESENTATION: 30%

Students are asked to research, prepare and present a comprehensive case study (Max 5 pages, font 12) that focuses on the theme covered in a specific lecture. The case may or may not be based on a real life situation but must include financial, social and personal considerations typical of making a career decision. Cases must be sent to the instructor for posting on course Moodle website 24 hrs prior to the presentation. The case must include questions that will allow students to analyze data and make relevant decisions prior to attending class. Students are expected to work together outside of class schedule. Each group will present their case live on Zoom during the scheduled class session. Group assignment will be evaluated on:

- Richness, complexity and comprehensiveness of the case
- Linkage to relevant theory for discussion and analysis
- Clear presentation of a dilemma and alternative courses of action
- Risk and contingency identification of potential decisions.

45 minutes is allocated to case presentation, discussion and Q&A. Students may design this activity according to their preference.

Individual contribution will be evaluated based on:

- Active participation in session presentation
- Discussion leadership and responsiveness to questions
- Peer evaluation of individual contribution to case preparation.

MID TERM EXAM 20%

Mid Term exam will be a series of short essay format questions that draw primarily on theories and principles discussed, and must be answered within a limited time frame. Time and duration to be announced during first class.

FINAL EXAM 20%

The exam will be a written analysis of a case based on career theories and principles discussed during the course and submitted with a limited time frame. Time and duration to be announced.

RESEARCH PAPER 30%

Students are asked to imagine and create a job description for which they find

themselves to be the ideally qualified within the next 3 – 5 years. Further details will be provided in class.

ATTENDANCE IN ALL CLASSES AND IN PARTICULAR THE FIRST CLASS IS ESSENTIAL

ACADEMIC HONESTY AND INTEGRITY

In this course, we strive to maintain academic integrity to the highest extent possible. Please familiarize yourself with the meaning of academic integrity by completing SPARK's [Academic Integrity module](#) at the beginning of the course. Breaches of academic integrity range from cheating to plagiarism (i.e., the improper crediting of another's work, the representation of another's ideas as your own, etc.). All instances of academic dishonesty in this course will be reported to the appropriate university authorities, and can be punishable according to the [Senate Policy on Academic Honesty](#).

Turnitin

To promote academic integrity in this course, students will be required to submit their written assignments to Turnitin (via the course Moodle) for a review of textual similarity and the detection of possible plagiarism. In so doing, students will allow their material to be included as source documents in the Turnitin.com reference database, where they will be used only for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin service are described on the Turnitin.com website.

Course information

All students are expected to familiarize themselves with the following information:

- [Student Rights & Responsibilities](#)
- [Academic Accommodation for Students with Disabilities](#)