York University
School of Human Resource Management
Course Outline
HRM 4430 M
Career Management
SUMMER (S2) 2024

Credits: 3.0
Day/Time: Online Asynchronous
Professor: Michael McGarry Ph.D. CHRP CPC
Email: mmcgarry@yorku.ca
Student Consultations: By appointment and via Zoom

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 recorded lectures, assignments, and a midterm test.

This course has been designed for online/distance learning, and therefore, uses a variety of media to support learning objectives. Recorded lectures and learning materials will be posted weekly to accommodate students' diverse needs and circumstances. There will also be discussion boards that students can use to demonstrate knowledge of key topics, ask questions and exchange ideas. Students must be sure they have appropriate technology in place for online/distance education.

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)

Note: Professor McGarry may add additional readings or other materials for specific classes to keep course content current and enhance learning. Students will be provided with these readings or materials via eClass prior to class.

Class Schedule

Week	Dates	Topics	Readings	Assignments Due
1	June 24 - 28	Course Overview / The History and Definitions of a Career / Career as Metaphor / Careers in Context	Inkson, Dries and Arnold Chapters 1 & 2	**Due dates for assignments and dates for tests are marked in bold.**
2	July 1 - 5	Careers as Inheritances / Careers as Cycles	Inkson, Dries and Arnold Chapters 3 & 4	**Reflection Activity #1 Due (10%)**
3	July 8 - 12	Careers as Action / Careers as Fit	Inkson, Dries and Arnold Chapters 5 & 6	**Reflection Activity #2 Due (10%)**
4	July 15 - 19	**Midterm Test**	**Test covers: Chapters 1 - 6**	**Midterm Test (30%)**

Week	Dates	Topics	Readings	Assignments Due
		Careers as Roles / Careers as Relationships	Inkson, Dries and Arnold Chapters 8 & 9	**Team Project Proposals Due (5%)**
5	July 22 - 26	Careers as Resources / Careers as Stories / Career Self-Management	Inkson, Dries and Arnold Chapters 10, 11, 12	**Reflection Activity #3 Due (10%)**
6	July 29 – August 2	Career Counseling / Careers as Journeys	Inkson, Dries and Arnold Chapters 13 & 7	
7	August 5 – 9	**Team Project Reports Due**		**Team Project Reports Due (35%)**

Note: Professor McGarry 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:

Reflection Activities (x3)	30%
Midterm Test	30%
Team Project	Project Proposal 5% Project Report 35%

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

Test: There will be a midterm test held online via eClass during Week 4 and worth 30% of the overall grade for the course. The test will cover topics reviewed in Weeks 1 to 3 of the course (i.e., Chapters 1 to 6 of the course textbook) and be comprised of short answer and essay questions.

Note: It is your responsibility to ensure you are available and prepared to write the midterm exam during the scheduled date and time. Students who expect to miss or miss the midterm exam must notify Professor McGarry of their situation as soon as possible.

Assignments: There will be three assigned Reflection Activities and one Team Project. Each Reflection Activity is worth 10% of the overall course grade and will require crafting a report of approximately two pages in length that responds to a case or topic that raises issues covered in textbook chapters, supplemental readings, and recorded lectures. Successful reports will be clearly written and well organized, and contain evidence of critical thinking (analysis, synthesis, and evaluation) and application of key concepts and processes to important themes of the course.

For the Team Project, which is worth 40% of the overall course grade, the class will be divided into teams. Each team will first submit a Project Proposal of approximately three pages that provides important details of their project. Project Proposals are worth 5% of the overall course grade. The teams' Project Reports are to be approximately ten pages in length and are worth 35% of the overall course grade. As with the Reflection Activities, successful Project 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.

Important Information for Students

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

Any instance of uncivil 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 improves academic achievement and success in the workplace.

The School of Human Resources Management (SHRM) reviews all final grades. SHRM reserves the right to modify grades in order to maintain academic 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 professor as soon as possible should you require special accommodation.**

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 at 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/