

Course Instructor: Lisa Violo

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REQUIRED COURSE TEXT:

No required textbook. Required resources will be posted weekly to the course website.

COURSE DESCRIPTION

Provides students with the theory and skills to enable them to manage their own careers, the careers of employees and the career process within organizations. Prerequisites: 66 credits including AP/HRM 2600 3.00 and AP/HRM 3410 3.00.

COURSE OBJECTIVES

By the end of this course, students will be able to:

- Develop and execute a personal career strategy that integrates self-assessment, labour market awareness and personal branding to manage their career in an evolving AI-influenced labour market.
- Analyze how organizations design and implement career development systems and evaluate how emerging technologies like AI are re-shaping workforce planning and employee development strategies.

ASSESSMENT WEIGHTING

Weekly Career Tasks (Individual)	40%
Mock Interview Video (Pairs)	30%
AI Career Strategy Report (Group)	30%
TOTAL	100%

COURSE ASSESSMENT DETAILS:

Weekly Career Tasks (Individual): Each week, the professor will post a weekly career task including self-reflection questions, a quiz, resume writing and more. Success requires completing the assigned course readings, reflecting, and completing the posted activity based on concepts in the weekly readings.

Mock Interview Video (Pairs): Students will be assigned into pairs. The professor will provide job postings and interview questions. Students will prepare for, and conduct, a virtual mock interview with their partner at an agreed upon time.

AI Career Strategy Report (Group): Students will be assigned into groups of 4-5. Each group will select a career that interests them and research AI impacts to the job. The professor will provide assignment questions, and each group will submit a typed report, following formatting guidelines. More details are posted on the course website.

COURSE PROTOCOL

Assessment Submission Deadlines: Assignments must be submitted to the website by the deadlines provided. Late assignments will not be accepted and will result in a grade of zero. Exceptions for extreme circumstances such as illness and family emergency will be dealt with on a case-by-case basis by the instructor. If approved, the missed grade weighting will be added to another element of the course or a new deadline will be provided. It is the student's responsibility to ensure that the correct, uncorrupted file is successfully uploaded by the deadline. Always double-check your submission. "Technical errors" or "wrong file" uploads discovered after the deadline will still be subject to the late penalty or a grade of zero.

Assignment Formatting & Report Citation: The final assignment should follow the formatting guidelines listed on the course website and APA citation method should be used. There are deductions for instructions that aren't followed.

Grade Re-evaluation: If you have a question or concern about a grade, please review all feedback and wait **24 hours** after the grade is posted before contacting the instructor. All grade inquiries must be submitted within **7 days** of the grade being released. Requests for re-evaluation after this one-week window will not be considered.

AI Policy: Generative AI is a powerful tool, but it must not replace your own intellectual labour. You are 100% responsible for the accuracy and originality of your submissions. Any work suspected of being produced by AI will be treated as a violation of the Academic Integrity policy and may result in a grade of zero and other disciplinary action.

Allowed:

- Idea Generation: Using AI to brainstorm topics, create outlines, or simplify complex theories.
- Proofreading: Using AI to check grammar, improve flow, or polish your already-written drafts.
- Following instruction: The professor has asked for AI use as part of the assignment instructions.

Prohibited (Academic Dishonesty):

- AI-Drafted Content: Submitting any text, analysis, or conclusion generated by AI as your own work.
- Unverified Data: Presenting AI-generated facts or citations without manual verification.

Email correspondence: To ensure a timely response, all emails must include your **full name** and **course name**. Please allow **24–48 hours** for a reply. Please note that anonymous or unprofessional inquiries will not receive a response.