

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

Attendance & Participation (Individual)	5%
Weekly Career Tasks (Individual)	35%
Mock Interview Video (Pairs & Individual)	30%
AI Career Strategy Report (Group)	30%
TOTAL	100%

COURSE ASSESSMENT DETAILS

Attendance & Participation (Individual): This is a blended course, which means that some class meetings will be in-person and some classes and assigned tasks will be online via the course website. Students are expected to attend all scheduled classes, in-person and online. Students are also expected to arrive on time. Students are also must participate in class discussion and activities. Class attendance, punctuality and participation will be documented and graded.

Weekly Career Tasks (Individual): Every week the professor will assign a career-related task including self-reflection questions, online assessments, presentations, resume writing and LinkedIn profile updates. Success requires reading and watching the assigned course materials, reflecting on the content, and completing the weekly task based on concepts learned in class and within the assigned resources. More details are posted on the course website.

Mock Interview Video (Pairs & Individual): Students will be assigned into pairs. Students will prepare for, conduct and submit a recorded virtual mock interview with their partner via video conferencing. Although students are assigned into pairs - performance on this assignment will be graded individually. More details are posted on the course website.

AI Career Strategy Report (Group): Students will be assigned into groups of 4 to 6. 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 report following the 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 double-check that the correct, uncorrupted file or post is successfully uploaded by the deadline. New versions due to "technical errors" or "wrong file submission" sent after the deadline will not be accepted or graded.

Course attendance: This is a blended course. There will be some class meetings and other work will be conducted online via our website.

Assignment Formatting & Report Citation: The final assignment should follow the formatting guidelines listed on the course website and the 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 instructor feedback and wait 24 hours before contacting the instructor. All grade/assignment feedback 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.

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

AI Policy: Generative AI is a powerful tool, but it must not replace your own intellectual labor. You are 100% responsible for the accuracy and originality of your submissions. Any work suspected of being produced by AI outside of approved parameters 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.
- **Requested by the Instructor:** Using AI tools explicitly as directed by assignment instructions (e.g., for the AI Career Strategy Report).

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.