

GEN B168F (Autumn 2020)
You Have a Choice: Career Decision Making
Assignment 1

Due Date: 13 Nov 2020

Weighting: 40% towards your final grade

Word Limit: 800 – 1,000 words

Requirements:

This is **an individual assignment**. You are asked to write a comprehensive self-reflective report summarizing your own personalities, values and skills. Following your analysis, you need to identify at least one career cluster that is possible for you to explore further.

Objectives:

This assignment aims to assess the following learning outcomes:

1. *Define* and *explain* the key concepts in the process of making career choice.
2. *Understand* their own values, personalities, and skills and *relate* these individual characteristics to career choice.

Guidelines:

You need to gain an understanding about yourself by the following steps:

- Assess your personality
 - Based on Holland's theory, MBTI, or Big Five Model
- Evaluate your skills
 - Providing justifications based on your achievements and work experiences
- Evaluate your values
 - Identify your instrumental and terminal values based on your strengths, weaknesses, preferences and long-term ambitions
- Exploring initial career options
 - Identify and describe the top career cluster(s) you want to explore further
 - Justifying how you select the career cluster based on:
 - ✓ your personality, values and skills

(You can apply and integrate different theories and concepts when examining your career options)

General reminders on assignment formats and layout:

- Your written report should be typed or produced on a PC and in MS Word format.
- Must be type-set with Times New Roman 12pt font; single-spaced with one-inch margin on all sides of the report. Number the pages in the lower middle of the page.
- State total number of words at the end of your assignment.
- The cover page of the report should contain the following information:
 - Student Name: (Your student number)
 - Tutorial Group:
 - Subject: GEN B168F You have a choice: career decision-making
 - Assignment 1
 - Date of Submission:
 - Submitted to: (Your tutor's name)
- Clear headings should be used in each section.
- Diagrams and charts should be utilized throughout the report where appropriate.
- The report should be properly bound and professional in appearance.
- A full reference list should be provided except those that are obviously common knowledge.

Assignment submission guidelines:*Assignment Submission*

As a mechanism to maintain academic integrity, students are required to submit both soft and hard copies of their assignments as below:

i. Submission of soft copy

Students should upload a soft copy of the assignment to the OLE of the course by 5:00pm on the submission due date. Files uploaded to the OLE should be prepared in Microsoft Word. Please refer to the quick start guide for submission of assignments to Turnitin.

ii. You do not have to submit a hard copy of your assignment. If circumstances arise making it necessary to adjust the arrangement, further announcement will be made as soon as possible.

iii. 10% of the marks awarded to the assignment will be deducted for each calendar day overdue until both hard and soft copies are submitted.

Students must ensure that the content of both the hard and soft copy are identical. In case of discrepancies between the two copies, only the soft copy of your assignment will be graded and returned.

Plagiarism:

(i) Plagiarism refers to copying, either entirely or in part, and whether using the exact words or with some substitution of words, of the published or unpublished work of others without acknowledgement of the original source.

(ii) If plagiarism is found in a submitted assignment, penalties would be administered to the student concerned.