

GEN B168F (Autumn 2020)
You Have a Choice: Career Decision Making
Assignment 2

Due Date: 18 Dec 2020

Weighting: 60% towards your final grade

Word Limit: 1,000 – 1,200 words

Requirements:

This is **an individual assignment**. You are asked to write a comprehensive report which contains: (a) a detailed exploration of your career option(s); (b) a decision and justifications on your career choice; and (c) an action plan to facilitate your career.

Objectives:

This assignment aims to assess learning outcomes 3 and 4:

3. *Explore* the recent trends in the job market and *examine* job search process.
4. *Analyze* the impact of ‘fit’ to career choice and *develop* a set of effective job search tools.

Guidelines:

Based on your self-reflection provided in Assignment 1, you have to prepare a report which contains the following areas:

- a) A detailed exploration of your career option(s):
 - An assessment of the **outer world**:
 - Examine recent opportunities and threats in your chosen career cluster(s)
 - Conduct job search:
 - 1) Identify your target (either an industry or a job)
 - 2) Research on your target based on general industrial and functional analyses
(E.g. research job opportunities, including some promising industries and positions for university graduates, their job duties and responsibilities and requirements.)
- b) A decision and justifications on your career choice
 - Revisit and re-evaluate your career choice
 - After analyzing yourself (inner world) and the job market (outer world), your choice could be different from that in Assignment 1.
 - Spell out a specific career, organization or position that you aim to pursue
 - Justify your choice based on:
 - Person-Job Fit / Person-Organization Fit
- c) An action plan to facilitate your career
 - Suggest how you will move towards your career
 - Examine any obstacles you may encounter in your career
(E.g. identify your weaknesses and areas that are not fitted to the job / organization)
 - Suggest ways on how you can overcome these obstacles
(E.g. consider how you can use personal branding and networking to facilitate your career)

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 2
 - 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 5:00 pm 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.