

No Exam



香港公開大學
THE OPEN UNIVERSITY
OF HONG KONG

GEN B168F *You Have a Choice: Career Decision-Making*

個人職業生涯規劃

Course Document

2020 Autumn Term

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INTRODUCTION

GEN B168F *You Have a Choice: Career Decision-Making* is a five-credit, one-term, foundation level General Education course offered by the Lee Shau Kee School of Business and Administration. It is suitable for students from other Schools who wish to learn how to choose their careers through better understanding of themselves as well as the job market.

AIMS

The course is designed to help students develop a thorough understanding of themselves in terms of their own values, skills, and career interests so that they will be able to make a better choice in choosing a career and a job when they graduate.

LEARNING OUTCOMES

Upon completion of this course, students should be able to:

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.
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.

CONTENT

Topics	Contact Hours
1. Introduction: Key concepts in making career choice	4
2. Individual characteristics: Personalities, values and skills	12
3. Individual characteristics and career choice	4
4. The changing job market and job search process	8
5. The role of person-organization and person-job fit	12
6. Development of effective job search tools	8
7. Conclusion: Develop a roadmap for career choice	4

ALIGNMENT OF OUTCOMES AND CONTENT

The outcomes are related to the above topics as follows:

Outcome	Topic
Outcome 1	Topics 1 and 7
Outcome 2	Topics 2 and 3
Outcome 3	Topic 4
Outcome 4	Topics 5 and 6

TEACHING AND LEARNING STRATEGIES

Lectures, tutorials, and the use of multi-media materials are the main means employed in the course to help students achieve the learning outcomes.

Lectures are used to explain the major concepts of career choice and job selection as well as the various antecedents to successful career choice and job selection. They are supplemented by tutorials which make use of self-assessments, case studies, and group discussions to further

help students achieve the learning outcomes.

Students can use the Online Learning Environment (OLE) which contains notes and PowerPoint files from the lectures, hyperlinks to useful websites, and other relevant resources. They can also use the OLE Discussion Board to interact with the teaching staff and other students in the course. Alternatively, students can submit their study problems and questions to their lecturer/tutors through emails.

ASSESSMENT

The assessment component of this course only includes continuous assessment, which comprises of two assignments with the following respective weighting:

Assignment 1:	40%
Assignment 2:	60%

Assignment 1 (weighting 40%)

This is an individual assignment in which students are required to conduct a comprehensive self-reflective report summarizing their own values, personalities, and skills. This assignment is used to assess outcomes 1 and 2.

Assignment 2 (weighting 60%)

This is an individual assignment which students are required to prepare a report that contains: (a) a detailed analysis of selected job market(s); (b) an exploration and recommendation of career option(s); and (c) a recommended action plan. This assignment is used mainly to assess outcomes 3 and 4.

The pass mark for each assignment is 40. To pass this course, students must pass the overall continuous assessment.

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. Submission of hard copy

Students should put a hard copy of the assignment in the collection box on 8/F in Block A or 7/F in Block B by 5:00 pm on the assignment due date.

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.

REQUIRED TEXTBOOK

No specific textbook is required for the course. Selected readings will be provided to the students. Also, additional readings from books, the Internet, newspapers, and other sources will be recommended to the students.

TEACHING STAFF

Lecturer:

Mr. Jimmy LO
Office: Block C, 4/F
Tel: 2768 6578
Email: jhflo@ouhk.edu.hk
Consultation hours: Mon 11 a.m. – 1 p.m.
Thu 11 a.m. – 1 p.m.

Tutors:

Ms. Amy CHAN
Office: Block C, 4/F
Tel: 2768 6192
Email: cychan@ouhk.edu.hk
Consultation hours: Mon 2 p.m. – 4 p.m.
Tue 4 p.m. – 6 p.m.

Dr. Kin LEE
Office: Block A, 8/F
Tel: 2768 6994
Email: kinlee@ouhk.edu.hk
Consultation hours: Mon 11 a.m. – 1 p.m.
Fri 11 a.m. – 1 p.m.

TEACHING SCHEDULE

Teaching Week	Topics	Assignments and Due Dates
1	Theoretical Perspectives of Career Decision Making	
2	Individual Characteristics: Personalities, Values, Skills and Development	
3		
4		
5	Individual Characteristics and Career Choice	
6	The Changing Job Market and Job Search Process	
7		Individual Assignment 13 Nov 2020 (Friday)
8	Study Break	
9	Making Career Decision: Person – Job Fit / Person – Organization Fit	
10		
11		
12	Job Search Tools and Techniques	
13		Individual Assignment 18 Dec 2020 (Friday)
14	Conclusion: Develop a Roadmap for Career Choice	