



UNSW

UNSW Course Outline

MGMT2725 Career Management - 2024

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General Course Information

Course Code : MGMT2725

Year : 2024

Term : Term 1

Teaching Period : T1

Is a multi-term course? : No

Faculty : UNSW Business School

Academic Unit : School of Management and Governance

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

Modern careers paths are more dynamic and more varied than ever before. While this creates increased opportunities and flexibility for university graduates, it also presents a challenge in navigating such an uncertain environment. To successfully navigate and manage your career, you need to be able to deal with opportunities and setbacks. This requires an understanding of the

careers literature and how you can apply it to your own career path, as well as an acute awareness of yourself, your values and your goals.

This course introduces students to the knowledge and skills required to successfully manage their careers as they make the transition from university to the workforce. It explores key career management concepts, techniques, tools and processes, with an emphasis on applying theory and research to practical lifelong skill development.

Course Aims

The overarching goal of this course is to help you develop a deeper understanding of theory and research in the area of career management and to demonstrate how such knowledge is pertinent for the effective management of your own career. An in-depth understanding of career issues will help you become a successful employee and/or leader, and will assist you with your long-term career goals and aspirations.

Relationship to Other Courses

Drawing on the knowledge developed in the fields of organisational behaviour and human resource management, this course helps students craft and accomplish their career goals and aspirations. This course is relevant to any student who is contemplating their future career options after university. The course builds on learnings from courses offered at the School of Management and Governance, including MGMT 2002, 2004, 2718, and 3721.

Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Articulate awareness and insights about personal strengths and growth areas, and develop practical strategies to apply these insights in managing your own career.	<ul style="list-style-type: none">• PLO1 : Business Knowledge• PLO2 : Problem Solving
CLO2 : Effectively apply career management theory, techniques and tools to your own career and job search process.	<ul style="list-style-type: none">• PLO1 : Business Knowledge• PLO2 : Problem Solving
CLO3 : Identify and formulate a career path that is suitable to your personality, values, interests, and skills.	<ul style="list-style-type: none">• PLO2 : Problem Solving
CLO4 : Deliver insightful and well-justified reflections on your understanding and utilisation of theory and research findings in career management.	<ul style="list-style-type: none">• PLO2 : Problem Solving• PLO4 : Teamwork
CLO5 : Harness practical career management skills including reflecting, presenting, networking and negotiating.	<ul style="list-style-type: none">• PLO1 : Business Knowledge• PLO3 : Business Communication

Course Learning Outcomes	Assessment Item
CLO1 : Articulate awareness and insights about personal strengths and growth areas, and develop practical strategies to apply these insights in managing your own career.	<ul style="list-style-type: none"> • Presentations • Career Fit Analysis • Class participation
CLO2 : Effectively apply career management theory, techniques and tools to your own career and job search process.	<ul style="list-style-type: none"> • Presentations • Career Fit Analysis • Class participation
CLO3 : Identify and formulate a career path that is suitable to your personality, values, interests, and skills.	<ul style="list-style-type: none"> • Career Fit Analysis • Class participation
CLO4 : Deliver insightful and well-justified reflections on your understanding and utilisation of theory and research findings in career management.	<ul style="list-style-type: none"> • Presentations • Career Fit Analysis
CLO5 : Harness practical career management skills including reflecting, presenting, networking and negotiating.	<ul style="list-style-type: none"> • Presentations • Career Fit Analysis

Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams

Learning and Teaching in this course

In MGMT2725, we take an active, adult-learning approach that stresses interactive teaching and learning. In order to succeed in this course, you must be an active participant and be responsible for your own learning. Learning in this course is a collective responsibility that requires you to read, reflect, listen, question, reformulate, and critique. In order for our class time together to be optimally productive, everyone will have to commit to doing the outside work. This includes reading the assigned materials; completing the self-assessment tools; completing pre-recorded webinars, participating in discussion forums, bringing engaging ideas and questions for seminar and tutorial discussions; coming to class on time thoroughly prepared, mentally present, and fully involved throughout the class.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
Presentations Assessment Format: Group	20%	Start Date: Not Applicable Due Date: I) Elevator Pitch (Draft): Mon, 12 Feb, 4 pm; Elevator Pitch (Final): Mon, 11 Mar, 4 pm; II) Career Tip: Tue, 2 Apr, 9am	<ul style="list-style-type: none">PLO1 : Business KnowledgePLO2 : Problem SolvingPLO3 : Business CommunicationPLO4 : Teamwork
Career Fit Analysis Assessment Format: Individual	55%	Start Date: Not Applicable Due Date: I) CER: Mon, 25 Mar, 4 pm; II) CFR: Fri, 26 Apr, 9 am	<ul style="list-style-type: none">PLO1 : Business KnowledgePLO2 : Problem SolvingPLO3 : Business Communication
Class participation Assessment Format: Individual	25%	Start Date: Not Applicable Due Date: I) Throughout the course; II) Week 10 Tutorial	<ul style="list-style-type: none">PLO1 : Business KnowledgePLO2 : Problem SolvingPLO3 : Business Communication

Assessment Details

Presentations

Assessment Overview

The Presentations assessment is comprised of two different presentations staggered over the term - Elevator Pitch (individual) and Career Tip (group). This assessment is designed to allow you to apply course content to your career development and to hone your reflective and professional presentation skills.

Assesses: PLO1, PLO2, PLO3, PL04

myBcom points - PL03

Course Learning Outcomes

- CLO1 : Articulate awareness and insights about personal strengths and growth areas, and develop practical strategies to apply these insights in managing your own career.
- CLO2 : Effectively apply career management theory, techniques and tools to your own career and job search process.
- CLO4 : Deliver insightful and well-justified reflections on your understanding and utilisation of theory and research findings in career management.
- CLO5 : Harness practical career management skills including reflecting, presenting, networking and negotiating.

Detailed Assessment Description

The purpose of this assessment is to help students develop their communication skills and apply course content to their career development, as well as to that of their peers.

There are 2 components:

I) Elevator Pitch (5% - individual)

Draft due date: Mon, 12 Feb, 4 pm

Final due date: Mon, 11 Mar, 4 pm

II) Career Tip (15% - group)

Due date: Tue, 2 Apr, 9 am

BCom students: myBCom course points for PLO3

Assessment Length

I) 1 minute; II) 4 minutes (for groups with 3 students), 5 minutes (for groups with 4 students)

Submission notes

Upload videos - see instructions on course Moodle site

Assessment information

Short extensions are NOT available for this assessment. Requests for extensions to submit this assessment task must be applied through UNSW's Special Consideration.

Assignment submission Turnitin type

Not Applicable

Career Fit Analysis

Assessment Overview

The Career Fit Analysis involves a deep-dive into your career navigation and management. This assessment is comprised of two reports - Career Exploration Report and Career Fit Report.

The Career Exploration Report is designed to give you an opportunity to network and evaluate two potential careers of interest.

The Career Fit Report builds on the Career Exploration Report, with a focus on analysing, reflecting and determining the extent to which your chosen careers fit you and on providing recommendations for your future.

Assesses: PLO1, PLO2, PLO3,

Course Learning Outcomes

- CLO1 : Articulate awareness and insights about personal strengths and growth areas, and develop practical strategies to apply these insights in managing your own career.
- CLO2 : Effectively apply career management theory, techniques and tools to your own career and job search process.
- CLO3 : Identify and formulate a career path that is suitable to your personality, values, interests, and skills.
- CLO4 : Deliver insightful and well-justified reflections on your understanding and utilisation of theory and research findings in career management.
- CLO5 : Harness practical career management skills including reflecting, presenting, networking and negotiating.

Detailed Assessment Description

This assessment consists of 2 parts:

Part I: Career Exploration Report (CER) gives students an opportunity to network and learn about two careers they are currently considering. (25%)

Part II: Career Fit Report (CFR) asks students to analyse, reflect, and determine the extent to which their chosen careers fit them. This is completed by combining their self-knowledge (e.g., via their self-assessment tool results) with what they have learned about their chosen careers from the Career Exploration Report. (30%)

Assessment Length

Part I CER: 900 words and Part II CFR: 1,600 words

Submission notes

Word documents

Assessment information

Short extensions of a maximum of 2 days are available for the Career Exploration Report and Career Fit Report. To be eligible for short extensions, you must follow the instructions provided by UNSW Special Consideration.

All other requests for extensions to submit this assessment task must be applied through UNSW's Special Consideration.

BCom Students: This assessment receives MyBCom Points for PLO2.

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Class participation

Assessment Overview

Class Participation is comprised of your ongoing preparation and participation at seminars and tutorials, and includes checkpoints in the form of webinars, pre-class and in-class activities.

This assessment is designed to cultivate your understanding of the course content. You are expected to be actively involved in these learning communities as you engage with your lecturer, tutor and peers.

Assesses: PLO1, PLO2, PLO3,

Course Learning Outcomes

- CLO1 : Articulate awareness and insights about personal strengths and growth areas, and develop practical strategies to apply these insights in managing your own career.
- CLO2 : Effectively apply career management theory, techniques and tools to your own career and job search process.
- CLO3 : Identify and formulate a career path that is suitable to your personality, values, interests, and skills.

Detailed Assessment Description

Class Activities help students learn and reflect on course content.

There are 2 components:

- I) Seminar, Webinar, and Tutorial Participation (20%)
- II) Top Take-Away Presentation (5%)

Assessment Length

I) Ongoing participation; II) 1 minute presentation

Submission notes

In class

Assessment information

Short extensions are NOT available for this assessment. No alternative assessments are provided for this.

Requests for an extension to submit the top take-away presentation must be applied through UNSW's Special Consideration.

General Assessment Information

1) Academic Integrity

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research, and the process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you comply with the UNSW Student Code, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

For all assessment tasks, the use of generative AI (e.g., ChatGPT) is prohibited. This is because the assessments are based on your personal journeys. If the use of generative AI such as ChatGPT is detected, it will be regarded as *serious academic misconduct* and subject to the standard penalties, which may include 00FL, suspension, and exclusion.

2) Special Consideration

Requests for extensions to submit assessment tasks must be applied through UNSW's Special Consideration, unless otherwise stated. Short extensions of 2 days are ONLY available for the career fit analysis reports. Short extensions are NOT available for other assessment tasks.

Details for each assessment can be found on the course Moodle site.

Grading Basis

Standard

Requirements to pass course

To pass this course, students must:

- Achieve a composite mark of at least 50 out of 100
- Engage actively in course learning activities and attempt all assessment requirements
- Meet any additional requirements specified in the assessment details
- Meet the specified attendance requirements of the course

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Seminar	What is Career Management?
	Tutorial	Introduction
	Assessment	• ELEVATOR PITCH (DRAFT) - MON 4 PM
Week 2 : 19 February - 25 February	Seminar	Career: The Basics
	Tutorial	Learning Teams
Week 3 : 26 February - 3 March	Online Activity	Asynchronous Webinars: 1) Giving and Receiving Feedback 2) Networking 3) Giving an Elevator Pitch
	Tutorial	Presentation Skills and Career Exploration Report (Work In Progress) Feedback
	Assessment	• CAREER EXPLORATION REPORT (WORK IN PROGRESS) (OPTIONAL; FOR TUTOR FEEDBACK) - WEEK 3 TUTORIAL • WEBINARS ACTIVITIES - WEEK 4, MON 4 PM
Week 4 : 4 March - 10 March	Seminar	Personality
	Tutorial	Elevator Pitch & Networking Case Discussion
	Assessment	• GRANT (2013) "THE PEACOCK AND PANDA" REFLECTION - MON 4 PM
Week 5 : 11 March - 17 March	Online Activity	Asynchronous Webinars: 1) Resume & Cover Letter 2) Interview Skills
	Tutorial	Elevator Pitch Debrief & CFR: Themes Elicitation Bring: Feedback Reports for all Self-Assessments Tools
	Assessment	• ELEVATOR PITCH (FINAL) - MON, 4 PM • WEBINARS ACTIVITIES - WEEK 6, MON 4 PM
Week 6 : 18 March - 24 March	Other	FLEX WEEK - NO CLASSES
Week 7 : 25 March - 31 March	Seminar	Career Decision-Making
	Tutorial	Promotion Case Discussion and CFR: Themes Feedback
	Assessment	• PROMOTION CASE REFLECTION - MON 4 PM • CAREER EXPLORATION REPORT - MON 4 PM • CAREER FIT REPORT: 1 THEME (OPTIONAL; FOR TUTOR FEEDBACK) - WEEK 7 TUTORIAL
Week 8 : 1 April - 7 April	Seminar	Work-Life Balance and Negotiation
	Tutorial	Career Success and Abusive Supervision CFR: Fit Analysis and Recommendations
	Assessment	• CAREER TIP - TUE, 9 AM
Week 9 : 8 April - 14 April	Seminar	Equity and Diversity Issues in Careers Before the seminar, complete on Moodle: • Ambivalent Sexism Inventory, then • ASI Webinar by MON 4 PM
	Tutorial	Job Crafting Negotiating your Salary Prep: Prepare for your recruiter or candidate role
Week 10 : 15 April - 21 April	Seminar	Career Resilience
	Tutorial	Work-Life Balance & Top Take-Away
	Assessment	• AI AND YOUR CAREER REFLECTION - MON, 4 PM • TOP TAKE-AWAY PRESENTATION - WEEK 10 TUTORIAL
Week 11 : 22 April - 28 April	Assessment	• CAREER FIT REPORT - FRI 9 AM

Attendance Requirements

Please note that lecture recordings are not available for this course. Students are strongly

encouraged to attend all classes and contact the Course Authority to make alternative arrangements for classes missed.

General Schedule Information

For the due dates of self-assessment tools and class activities, please see Moodle site for details.

Course Resources

Prescribed Resources

No textbook is required. Please refer to the course Moodle site for readings and cases.

Recommended Resources

NA

Additional Costs

NA

Course Evaluation and Development

This course is continually being refined through a sustained process of stakeholder consultation, planning, and course redesign. For example, we have reduced the number of assessments, simplified and clarified some assessments requirements, changed due dates, and added an activity on AI and the future of work based on student feedback. We appreciate student feedback and suggestions.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	A/Prof. Suzanne Chan-Serafin				by appointment during consultation time (see Moodle)	No	Yes
Tutor	Catalina Badiola				by appointment	No	No
	Suzanne Fawcett				by appointment	No	No
	Tania Raubenheimer				by appointment	No	No

Other Useful Information

Academic Information

COURSE POLICIES AND SUPPORT

The Business School expects that you are familiar with the contents of this course outline and the UNSW and Business School learning expectations, rules, policies and support services as listed below:

- Program Learning Outcomes
- Academic Integrity and Plagiarism
- Student Responsibilities and Conduct
- Special Consideration
- Protocol for Viewing Final Exam Scripts
- Student Learning Support Services

Further information is provided on the [key policies and support page](#).

Students may not circulate or post online any course materials such as handouts, exams, syllabi or similar resources from their courses without the written permission of their instructor.

STUDENT LEARNING OUTCOMES

The Course Learning Outcomes (CLOs) – under the Outcomes tab – are what you should be able to demonstrate by the end of this course, if you participate fully in learning activities and successfully complete the assessment items.

CLOs also contribute to your achievement of the Program Learning Outcomes (PLOs), which are developed across the duration of a program. PLOs are, in turn, directly linked to [UNSW graduate capabilities](#). More information on Coursework PLOs is available on the [key policies and support page](#). For PG Research PLOs, including MPDBS, please refer to the [UNSW HDR Learning Outcomes](#).

Academic Honesty and Plagiarism

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the

process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

Submission of Assessment Tasks

SPECIAL CONSIDERATION

You can apply for special consideration when illness or other circumstances beyond your control interfere with your performance in a specific assessment task or tasks, including online exams. Students studying remotely who have exams scheduled between 10pm and 7am local time, are also able to apply for special consideration to sit a supplementary exam at a time outside of these hours.

Special consideration is primarily intended to provide you with an extra opportunity to demonstrate the level of performance of which you are capable. To apply, and for further information, see Special Consideration on the UNSW [Current Students](#) page.

Special consideration applications will be assessed centrally by the Case Review Team, who will update the online application with the outcome and add any relevant comments. The change to the status of the application immediately sends an email to the student and to the assessor with the outcome of the application.

Please note the following:

1. Applications can only be made through Online Services in myUNSW (see the UNSW [Current Students](#) page). Applications will not be accepted by teaching staff. The lecturer-in-charge/ course coordinator will be automatically notified when your application is processed.
2. Applying for special consideration does not automatically mean that you will be granted a supplementary exam or other concession.
3. If you experience illness or misadventure in the lead up to an exam or assessment, you must submit an application for special consideration, either prior to the examination taking place, or prior to the assessment submission deadline, except where illness or misadventure prevent you from doing so.
4. If your circumstances stop you from applying before your exam or assessment due date, you must apply within 3 working days of the assessment or the period covered by your supporting documentation.

5. Under the UNSW Fit To Sit/Submit rule, if you sit the exam/submit an assignment, you are declaring yourself well enough to do so and are cannot subsequently apply for special consideration.
6. If you become unwell on the day of – or during – an exam, you must stop working on your exam, advise your course coordinator or tutor and provide a medical certificate dated within 24 hours of the exam, with your special consideration application. For online exams, you must contact your course coordinator or tutor immediately via email, Moodle or chat and advise them you are unwell and submit screenshots of your conversation along with your medical certificate and application.
7. Special consideration requests do not allow the awarding of additional marks to students.

Further information on Business School policy and procedure can be found under “Special Consideration” on the [key policies and support](#) page.

LATE SUBMISSION PENALTIES

For assessments other than examinations, late submission will incur a penalty of 5% per day or part thereof (including weekends) from the due date and time. An assessment will not be accepted after 5 days (120 hours) of the original deadline unless special consideration has been approved. An assignment is considered late if the requested format, such as hard copy or electronic copy, has not been submitted on time or where the ‘wrong’ assignment has been submitted.

For assessments which account for 10% or less of the overall course grade, and where answers are immediately discussed or debriefed, the LIC may stipulate a different penalty. Details of such late penalties will be available on the course Moodle page.

FEEDBACK ON YOUR ASSESSMENT TASK PERFORMANCE

Feedback on student performance from formative and summative assessment tasks will be provided to students in a timely manner. Assessment tasks completed within the teaching period of a course, other than a final assessment, will be assessed and students provided with feedback, with or without a provisional result, within 10 working days of submission, under normal circumstances. Feedback on continuous assessment tasks (e.g. laboratory and studio-based, workplace-based, weekly quizzes) will be provided prior to the midpoint of the course.

Faculty-specific Information

PROTOCOL FOR VIEWING FINAL EXAM SCRIPTS

UNSW students have the right to view their final exam scripts, subject to a small number of very specific exemptions. The UNSW Business School has set a [protocol](#) under which students may view their final exam script. Individual schools within the Faculty may also set up additional local processes for viewing final exam scripts, so it is important that you check with your School.

If you are completing courses from the following schools, please note the additional school-specific information:

- Students in the **School of Accounting, Auditing & Taxation** who wish to view their final examination script should also refer to [this page](#).
- Students in the **School of Banking & Finance** should also refer to [this page](#).
- Students in the **School of Information Systems & Technology Management** should also refer to [this page](#).

COURSE EVALUATION AND DEVELOPMENT

Feedback is regularly sought from students and continual improvements are made based on this feedback. At the end of this course, you will be asked to complete the [myExperience survey](#), which provides a key source of student evaluative feedback. Your input into this quality enhancement process is extremely valuable in assisting us to meet the needs of our students and provide an effective and enriching learning experience. The results of all surveys are carefully considered and do lead to action towards enhancing educational quality.

QUALITY ASSURANCE

The Business School is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation purposes, and aggregated findings will be used to inform changes aimed at improving the quality of Business School programs. All material used for such processes will be treated as confidential.

TEACHING TIMES AND LOCATIONS

Please note that teaching times and locations are subject to change. Students are strongly advised to refer to the [Class Timetable website](#) for the most up-to-date teaching times and locations.