



## UNSW Course Outline

# MGMT5940 Career Management Skills - 2024

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## General Course Information

**Course Code :** MGMT5940

**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 :** Postgraduate

**Units of Credit :** 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

This course aims to provide an understanding of the strategic role that effective career management plays in a successful career and life. Because successful career management has been empirically linked to intrinsic and extrinsic career satisfaction, career management skills

should be learned and practiced. To do so necessitates an understanding of the extant career literature and the application of this knowledge to one's career path. To this end, concepts, processes, and techniques are explored, with an emphasis on linking theory and research with practical lifelong skill development. Students will have opportunities to systematically explore the careers they have an interest in pursuing and to develop personal awareness such that they can determine a career path that best "fits" them.

## **Relationship to Other Courses**

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 to achieve your long-term career aspirations.

# Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Develop an in-depth understanding of a range of career models and apply them to analyse, plan, and manage your career.	<ul style="list-style-type: none"> <li>PLO2 : Problem Solving</li> <li>PLO3 : Business Communication</li> </ul>
CLO2 : Articulate awareness and insights about your strengths and growth areas and develop practical strategies to apply these insights in managing your own career.	<ul style="list-style-type: none"> <li>PLO2 : Problem Solving</li> <li>PLO3 : Business Communication</li> </ul>
CLO3 : Identify and describe a career path that suits your values, interests, personality, and skills.	<ul style="list-style-type: none"> <li>PLO1 : Business Knowledge</li> <li>PLO2 : Problem Solving</li> <li>PLO3 : Business Communication</li> </ul>
CLO4 : Proactively manage your career, as well as know how to help others to do so.	<ul style="list-style-type: none"> <li>PLO2 : Problem Solving</li> <li>PLO7 : Leadership Development</li> </ul>
CLO5 : Systematically prepare for your job search.	<ul style="list-style-type: none"> <li>PLO1 : Business Knowledge</li> <li>PLO2 : Problem Solving</li> <li>PLO3 : Business Communication</li> <li>PLO5 : Responsible Business Practice</li> </ul>
CLO6 : Conceptualise, implement, and complete a project in a team	<ul style="list-style-type: none"> <li>PLO4 : Teamwork</li> </ul>

Course Learning Outcomes	Assessment Item
CLO1 : Develop an in-depth understanding of a range of career models and apply them to analyse, plan, and manage your career.	<ul style="list-style-type: none"> <li>Career Fit Analysis</li> <li>Team Project</li> <li>Class Activities</li> </ul>
CLO2 : Articulate awareness and insights about your strengths and growth areas and develop practical strategies to apply these insights in managing your own career.	<ul style="list-style-type: none"> <li>Career Fit Analysis</li> <li>Class Activities</li> </ul>
CLO3 : Identify and describe a career path that suits your values, interests, personality, and skills.	<ul style="list-style-type: none"> <li>Career Fit Analysis</li> <li>Class Activities</li> </ul>
CLO4 : Proactively manage your career, as well as know how to help others to do so.	<ul style="list-style-type: none"> <li>Team Project</li> <li>Career Fit Analysis</li> <li>Class Activities</li> </ul>
CLO5 : Systematically prepare for your job search.	<ul style="list-style-type: none"> <li>Career Fit Analysis</li> </ul>
CLO6 : Conceptualise, implement, and complete a project in a team	<ul style="list-style-type: none"> <li>Team Project</li> </ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Echo 360

## **Learning and Teaching in this course**

In MGMT5940, 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 lecture and tutorial discussions; coming to class on time thoroughly prepared, mentally present, and fully involved throughout the class.

## **Other Professional Outcomes**

Students typically develop a sound understanding of their own personal strengths and interests and how they align with their desired career directions.

## **Additional Course Information**

Learning occurs in face to face lectures, asynchronous online webinars, face to face tutorials and by completing a number of individual self assessment instruments.

While there are no team assessment tasks, within the tutorial students assist each other's learnings by being part of smaller "learning teams".

Student attendance at lecturers and tutorials is expected.

Face to face lectures are recorded for use in student review or in the event of a student being unable to attend due to illness or misadventure. All lectures require student interaction. Lecture recordings will be available on Echo 360 and they also require student interaction and the completion of short answer online student's responses in engagement with the lecture materials.

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
Career Fit Analysis	50%	Start Date: Not Applicable Due Date: Week 6: 18 March - 24 March, Week 11: 22 April - 28 April	<ul style="list-style-type: none"><li>PLO2 : Problem Solving</li><li>PLO3 : Business Communication</li></ul>
Team Project	25%	Start Date: Not Applicable Due Date: Week 5: 11 March - 17 March, Week 8: 01 April - 07 April	<ul style="list-style-type: none"><li>PLO2 : Problem Solving</li><li>PLO3 : Business Communication</li><li>PLO1 : Business Knowledge</li><li>PLO5 : Responsible Business Practice</li><li>PLO7 : Leadership Development</li></ul>
Class Activities	25%	Start Date: Not Applicable Due Date: Week 10: 15 April - 21 April	<ul style="list-style-type: none"><li>PLO2 : Problem Solving</li><li>PLO3 : Business Communication</li><li>PLO1 : Business Knowledge</li><li>PLO5 : Responsible Business Practice</li></ul>

## Assessment Details

### Career Fit Analysis

#### Course Learning Outcomes

- CLO1 : Develop an in-depth understanding of a range of career models and apply them to analyse, plan, and manage your career.
- CLO2 : Articulate awareness and insights about your strengths and growth areas and develop practical strategies to apply these insights in managing your own career.
- CLO3 : Identify and describe a career path that suits your values, interests, personality, and skills.
- CLO4 : Proactively manage your career, as well as know how to help others to do so.
- CLO5 : Systematically prepare for your job search.

#### Detailed Assessment Description

The marks for Career Fit Analysis add up to 55%, not 50% as shown in the heading line here. The assessment consists of two parts. A Career Exploration Report due in week 6, followed by the full Career Fit Reprt due in week 11.

The Career Fit Report incorporates the findings identified in the Career Exploration Report. Combined they total 2500 words and 55% of the course mark.

Career Fit Analysis 55% -

- Career Exploration Report - 900 words - 25%. Due Week 6
- Career Fit Report - 1600 words - 30%. Due Week 11

#### Assessment Length

900 and 1600 words

#### Assessment information

See Moodle

#### Assignment submission Turnitin type

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

### **Team Project**

#### Course Learning Outcomes

- CLO1 : Develop an in-depth understanding of a range of career models and apply them to analyse, plan, and manage your career.
- CLO4 : Proactively manage your career, as well as know how to help others to do so.
- CLO6 : Conceptualise, implement, and complete a project in a team

#### Detailed Assessment Description

This assessment no longer involves team assessment. There is no team project in this course.

Each student submits two separate individual video presentations.

There are two individual video presentation presented for assessment.

- Elevator Pitch - 1 minute - 5%. Due Week 5.
- Career Tip - 3 minutes - 20% Due Week 8

#### Assessment Length

1 minute and 3 minutes

#### Assessment information

See Moodle

#### Assignment submission Turnitin type

Not Applicable

### **Class Activities**

#### Course Learning Outcomes

- CLO1 : Develop an in-depth understanding of a range of career models and apply them to analyse, plan, and manage your career.

- CLO2 : Articulate awareness and insights about your strengths and growth areas and develop practical strategies to apply these insights in managing your own career.
- CLO3 : Identify and describe a career path that suits your values, interests, personality, and skills.
- CLO4 : Proactively manage your career, as well as know how to help others to do so.

#### Detailed Assessment Description

The marks for Class Activities now total 20%, **not the 25% shown in the heading line here.**

The Class Activities assessment, consists of three elements, a total of 20%

- Participation in face to face tutorial class discussions - 9%. Throughout term.
- Participation in lecture discussion and written responses to lecture materials - 6% Throughout term
- A live 1 minute tutorial presentation describing the student's top takeaway/learning from the course - 5%. In week 10 tutorial.

#### Assessment Length

N/A

#### Assessment information

See Moodle

#### Assignment submission Turnitin type

Not Applicable

## **General Assessment Information**

All assessments tasks have detailed information and instructions available on the subject Moodle site under Assessment Details. All assessments are individual. There are no team projects. Short extension of two days may be granted on assessment due dates if requested.

#### Grading Basis

Standard

#### Requirements to pass course

In order to pass this course you must:

- Achieve a composite mark of at least 50 out of 100
- Attempt all assessment requirements in the course

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Lecture	What is Career Management? Complete week 1 readings Complete Structured Autobiography self assessment
	Tutorial	Introduction to Career Management
	Presentation	Submit draft of Elevator Pitch video and review the videos submitted by other students
Week 2 : 19 February - 25 February	Lecture	Careers - The Basics Complete the Holland Vocational Choices self assessment Complete readings for week 2
	Tutorial	Introduction to Learning Teams Complete Motivated Skills self assessment Complete Self Evaluation Scales self assessment
Week 3 : 26 February - 3 March	Online Activity	No face to face lecture this week Complete readings for week 3 Complete the online asynchronous webinars on: • Giving and Receiving Feedback • Networking in person and online • Elevator Pitch
	Tutorial	Presentation Skills and Career Exploration Report (work in progress) feedback Complete Career Anchors self assessment
Week 4 : 4 March - 10 March	Lecture	Personality Complete readings for week 4 Complete HEXACO self assessment
	Tutorial	Discussion of Elevator Pitch Networking Case Study Read and submit reflection on Grant (2013) - "The Peacock and the Panda" Complete Goal Orientation self assessment Complete Interviews with Significant Others self assessment
	Assessment	Reflection on Grant (2013) - The Peacock and the Panda
Week 5 : 11 March - 17 March	Lecture	Work Life Balance and Negotiation Complete readings for week 5
	Tutorial	Elevator Pitch debrief Bring along copies of your self assessment reports Discussion of themes elicitation for Career Fit Report
	Assessment	Submit Final version of Elevator Pitch video
Week 6 : 18 March - 24 March	Other	No lecture or tutorial this week
	Assessment	Submit Career Exploration Report
Week 7 : 25 March - 31 March	Lecture	Career Decision Making Complete readings for week 7 Complete Time Perspectives self assessment
	Tutorial	Read and submit reflection on Promotions case study Promotions case study discussion Career Fit Report themes feedback
	Assessment	Reflection on Promotions case study
Week 8 : 1 April - 7 April	Online Activity	No face to face lecture this week Complete readings for week 8 Complete on line asynchronous webinars on: • Resume and Cover Letter • Interview Skills
	Tutorial	Discussion of Career Fit Analysis and Recommendations for Career Fit Report Review Career Succession and Abusive Supervision Career Tip videos Note: the Monday tutorial in Week 8 is asynchronous because of Easter Monday holiday. All other tutorials are face to face as usual.
	Assessment	Submit Career Tip video presentation
Week 9 : 8 April - 14 April	Lecture	Equity and Diversity issues in careers Complete readings for week 9 Complete Ambivalent Sexism Inventory and associated webinar activities

	Tutorial	Review Job Crafting career tip videos Prepare for your role as recruiter or candidate roles Negotiating your salary activity
Week 10 : 15 April - 21 April	Lecture	Career Resilience Complete readings for week 10
	Tutorial	Review Work Life Balance career tip videos Present individual Top Takeaway presentations
	Assessment	Present Top Takeaway individual live presentation during tutorial
Week 11 : 22 April - 28 April	Assessment	Submit Career Fit Report

## Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

## General Schedule Information

Live lectures are delivered on Weeks 1,2,4,5,7,9&10

Asynchronous online learning lectures are completed in weeks 3 and 8. On those weeks there are no live lectures

Live tutorials are held in weeks 1-5 and 7-10. The Monday 7pm tutorial in week 8 (Easter Monday) will not be live on campus, but be replaced with an online learning activity. All other tutorials that week will conducted as usual.

## Course Resources

### Prescribed Resources

No textbook is required. Please refer to the class Moodle site for further details.

### Recommended Resources

See reading list

### Additional Costs

N/A

## Course Evaluation and Development

This course has developed over many years using student feedback on content, assessments and delivery. We seek feedback each term from students on ways to further enhance the student experience and learnings.

# Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Lecturer	Graham Nisbett		UNSW Business School	N/A	By appointment	No	Yes
Tutor	Georgina Shehadie		UNSW Business School	N/A	By appointment	No	No
	Suzanne Fawcus		UNSW Business School	N/A	By appointment	No	No
	Tania Raubheimer		UNSW Business School	N/A	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.