

University of Technology, Sydney
Faculty of Engineering & Information Technology
31016 – Career Management for IT Professionals

Assignment Two – Career Fair (Individual)

Marks:	35 marks (35%)
Submissions Required:	Hard copy and Soft copy Hard copy – at the beginning of class Soft copy – submitted online
Submission Due:	28 Apr 3pm – hand in hardcopy to lecturer in classroom, softcopy word document by email
Anticipated Commitment:	20 - 25 hours per student
Objectives Addressed:	2, 3, 5 and 6

This is an Individual Assignment

Instructions:

Part A

Pre-register as early as possible at the Career Office for attendance at the 14 March Career Fair. This will avoid queue on 14 March and ensure ample time for your interviews with the selected companies.

Go to the Career Fair on the 14th of March 2011 http://scmapp.itd.uts.edu.au/scm/crpwebstd?a=2&my_id=72

Attendance at the career fair is mandatory, in lieu of the lecture and tutorial on the 11th March, in order to complete Assignment 2.

Visit the four companies selected in Assignment 1.

Part B

Speak to a minimum of four companies at the Career Fair/Expo.

What did you learn from speaking with them (reflection is required)? Did you come away wanting to work for them? Why or why not? If there was a company that was not on your original researched list - why did you speak to that company instead of the selected/researched company?

There should be a minimum of 300 words and maximum of 400 words for each company.

Part C

Following attendance of the Career Fair/Expo and investigating the four selected companies, for the companies you wish to pursue (at least 2 companies) answer the following questions (reflection is required):

- What position do you see yourself in when you start there?
- Where do you see yourself, in that company, in three-five years?
- How can you contribute to the company? Do not answer 'my enthusiasm'.

There should be a minimum of 200 words and maximum of 300 words per answer/company.

Part D

To research further on your (tentative) career aspirations, find someone who has been working in IT for about five to seven years in either one of the four companies from the Career Fair or another company that you know and

interview that person. You can also interview someone that is on the career path, that you want to be in, for five to seven years.

Interview them. Write a brief synopsis on the interview. Minimum 200 words, maximum 300 words.

Part E

At the end of the interview (part D), do you still want to follow that career path? Why or why not? This is to be a reflective answer, as such there should be more than one reason and you need to fully support your answer with your reasons.

Answers such as only “Does not pay enough” will not be considered satisfactory as this does not show self-reflection. Go back to the self-reflection handout if necessary.

Minimum 200 words, maximum 300 words.

Part F

Of the two positions targeted in Part C, select your top choice and write the covering letter you would use if you were applying for the position. (1 page)

Part G

Again using the top choice position selected in Part F, and assuming you have been short listed, explain how you would prepare for the interview, what information you would like to provide to the employer during the interview and what additional information you would like to obtain from the employer by the conclusion of the interview. (1 – 2 pages)

Submission:

Each individual shall produce the following professionally formatted report:

- ☐ Title Page (which must include subject name and number, your name and student number, title of report),
- ☐ Table of Contents,
- ☐ Part A – Companies selected for interview
- ☐ Part B – Findings about the selected companies from interviews conducted (1600 words max)
- ☐ Part C – Target position and company: self-reflection and action plan (600 words max)
- ☐ Part D – Career Aspirations / Plan: interview research (600 words max)
- ☐ Part E – Career Aspirations / Plan reevaluation and action plan (300 words max)
- ☐ Part F – Covering letter to apply for the target position (1 page)
- ☐ Part G – Interview strategy based on in-depth research on the target company and target position (and the industry the company operates in) (1-2 pages)
- ☐ Sources & References

**** NOTE:**

The maximum word length for each section of the report is above. The assessor will cease marking sections in the body of the report on reaching the maximum of the word/page length in the respective section.

As a guide, the report should be written in either Times New Roman 12 point or Arial 10 point; and should not be handwritten.

It is accepted that there may be the necessity for some point form, however this should be kept to a minimal level and excessive use of point form may incur deduction of marks.

Students are reminded of the principles laid down in the Faculty's Statement of Academic Integrity - Good Practice and Ethics in Informal Assessment found at <wiki.it.uts.edu.au/start/Academic_Integrity>.

The University's rules regarding academic misconduct can be found at <www.gsu.uts.edu.au/rules/16-2.html>

Assignments in this Subject should be your own original work. The inclusion in assessable work of any material such as code, graphics or essay text obtained from other persons or sources without citation of the source is plagiarism and is a breach of University Rule 16.2.2.

Any collaboration with another person should be limited to those described in the “Acceptable Behaviour” section of the Statement of Academic Integrity. Similarly, any group work should be the result of collaboration only within the group. Any infringement by a student will be considered a breach of discipline and will be dealt with in accordance with the Rules and By-Laws of the University.

Students are not to give to or receive from any other persons copies of their assessable work in any form (hard copy or an electronic file). To do so is 'academic misconduct' and is a breach of University Rule 16.2.2. That is, assisting other students to cheat or to act dishonestly in a submitted assignment.

Accidental submission of another students work as your own is considered to be a breach of University Rule 16.2.2 in that you are acting dishonestly since you should not have a copy of another student's work.

The Faculty penalty for proven and serial misconduct of this nature is zero marks for the Subject. For more information go to <wiki.it.uts.edu.au/start/Academic_Integrity>

Assessment:

Assignment Marking Scheme:

Professional Layout, Sources & References 3 marks

Part A – Name Companies selected for interview

Part B – Findings about the selected companies from interviews conducted 8 marks

Part C – Target position and company: self-reflection and action plan 3 marks

Part D – Career Aspirations / Plan: interview research 3 marks

Part E – Career Aspirations / Plan reevaluation and action plan 3 marks

Part F – Covering letter to apply for the target position 8 marks

Part G – Interview strategy based on in-depth research on the target company and target position 7 marks

Total 35 marks

Late submission will incur a penalty of two (2) marks for each day (including week ends), or part thereof, overdue.
(From the marks gained in the submission)

Non Submission	0 Mark
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