GMBA8101

Your Career, Your Life

Coursera term 6, Fully online/virtual 2020

Department of Management

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Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

Notice

As part of Phase 3 of our return to campus plan, most units will now run tutorials, seminars and ot her small group learning activities on campus for the second half-year, while keeping an online ver sion available for those students unable to return or those who choose to continue their studies onli ne.

To check the availability of face-to-face and onlin e activities for your unit, please go to timetable vi ewer. To check detailed information on unit asses sments visit your unit's iLearn space or consult yo ur unit convenor.

General Information

Unit convenor and teaching staff
Unit Convenor
Dr Alena Soboleva
alena.soboleva@mq.edu.au

Credit points
5

Prerequisites
Admission to GMBA

Corequisites

Co-badged status

Unit description
Are you satisfied with your professional career? Where do you see yourself in the near or even distant future? No matter where you are on your professional journey, everyone can benefit from some planning. This course will help you adapt to these changes successfully by enabling you to enhance your self-knowledge and confidence to explore wider career options and opportunities. In this course you will learn how to create a career development plan to help you reach your professional goals and aspirations. This course will provide you valuable and practical guidance for your career planning and self-management based on evidence-based models of goal setting (self-determination theory and goal setting theory), career adaptability (career construction theory, social cognitive career theory, and job crafting theory), and career success (social capital theory and psychological capital theory). Via structured learning activities (video lectures, quizzes, discussion prompts, industry interviews, and written assessments) you will come to appreciate that career planning and management is an ongoing process of assessing one's career identity, setting new learning goals, creating new career vision and goals, developing effective career strategies, and celebrating accomplishments as one develops and becomes more skilled.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

On successful completion of this unit, you will be able to:

ULO1: Evaluate current career management issues and their implications on your

professional career plans and development.

ULO2: Create strategies and approaches to set new career vision, goals and action plans.

ULO3: Apply knowledge of career models and tools for successful career planning and management.

ULO4: Design a career path that fits personal values, interests, personality, and skills.

General Assessment Information

Submission

You will submit your assessment tasks via your online unit on Coursera.

For individual submissions, please use the following naming convention for your file:

lastname-firstname-GMBAxxx-A1.*

lastname-firstname-GMBAxxx-A2.*

For group submissions, please use the following naming convention for your file:

team-number-GMBAxxx-A1.*

team-number-GMBAxxx-A2.*

Extensions

Please note that no extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission = 20% penalty). This penalty does not apply for cases in which an application for special consideration is made and approved.

For any questions regarding your assignment submission or to apply for special consideration, please send an email to globalmba.support@mq.edu.au.

Formatting instructions

These instructions pertain only to written assignments. In the case of other formats (e.g., slide decks) specific formatting instructions may apply. Written assignments should be in 11 point Arial font with 1.5 line spacing. Each page of the report should be numbered and have at minimum 2.5 cm margins from the left and right edges and top and bottom of the page. The word count is strictly enforced. The actual word length of the document, not including references or appendices, should be clearly stated on the title page of the report. Written assignments should have the following structure:

1. A title page with the question, your student name and student number, word count of the

text

2. The body of the report structured with paragraphs and with appropriate headings and citations, with page numbers.
3. Complete reference list of material cited in the text.

Referencing

Please use the American Psychological Association (APA) 6th edition reference style. This means that when referring to an article or book etc, you indicate the author's name followed by the year of publication (Jones, 1989). For multiple authors include all names (Jones, Smith, & Wilson, 1990). If you use a direct quote put the quoted words in "quotation marks" and include the page number with the reference (Jones, 1989, p. 76). A reference list should be presented in alphabetical order at the end of the paper. Further information on APA style is available at http://libguides.mq.edu.au/content.php?pid=85232&sid=634282

Commercial in Confidence

Please note that you must not disclose any information marked 'Commercial in Confidence' without permission from the party who supplied it (e.g., your current or previous employer, customers, etc.).

Assessment Tasks

Name	Weighting	Hurdle	Due
Career exploration analysis	40%	No	9 Nov 2020, 11:59pm (AEDT)
Career Pathways	60%	No	2 Dec 2020, 11:59pm (AEDT)

Career exploration analysis

Assessment Type [1]: Design Task
Indicative Time on Task [2]: 8 hours
Due: **9 Nov 2020, 11:59pm (AEDT)**
Weighting: **40%**

Length: max 1,500 words (excl. references)

Task type: Design task

Groupwork: No

Task: You will use elements of IKIGAI framework, your new knowledge about cultural values of the leading companies and your understanding of the attributes of 'adaptiveness' to explore career values you are most attracted to.

Please refer to the section Resources - Assessment Information in your online unit for detailed information on this assignment as well as the marking criteria. You will be asked to submit your completed task via the Assignment submission link in your online unit.

On successful completion you will be able to:

- Evaluate current career management issues and their implications on your professional career plans and development.
- Create strategies and approaches to set new career vision, goals and action plans.
- Apply knowledge of career models and tools for successful career planning and management.

Career Pathways

Assessment Type [1]: Design Task
Indicative Time on Task [2]: 16 hours
Due: **2 Dec 2020, 11:59pm (AEDT)**
Weighting: **60%**

Length: max 2,500 words (excl. references)

Task type: Design task

Groupwork: No

Task: You will apply approaches to create a flexible career plan, and adapt your profile/s and related job application materials for a number of career plans identified.

Please refer to the section Resources - Assessment Information in your online unit for detailed information on this assignment as well as the marking criteria. You will be asked to submit your completed task via the Assignment submission link in your online unit.

On successful completion you will be able to:

- Create strategies and approaches to set new career vision, goals and action plans.
- Apply knowledge of career models and tools for successful career planning and management.
- Design a career path that fits personal values, interests, personality, and skills.

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[1] If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the Writing Centre for academic skills support.

[2] Indicative time-on-task is an estimate of the time required for completion of the assessment

task and is subject to individual variation

Delivery and Resources

Required text

There is no required textbook for this unit. Please refer to the weekly required readings in your online unit. All readings are available via the Macquarie University library and do not need to be purchased separately.

Delivery method

This unit will be delivered entirely online via the Coursera Learning Management System. Access to a personal computer is required to access the resources and learning materials on Coursera.

Unit Schedule

For this unit, Live Events (via the web conferencing software Zoom) will take place once a week starting in Week 1 and ending in Week 6. The links to the events are available via **Live Events** in the online unit. Students are strongly advised to attend the Live Events. Recordings of the live events will be made available within 24 hours of the event and can be accessed via **Resources** in the online unit.

Attending the Live Event each week is an opportunity to engage with the unit content, your Unit Convenor and classmates. Students are encouraged to complete specified Live Event preparation learning activities prior to each scheduled Live Event in order to get the most value out of these sessions.

Please note: The teaching schedule is subject to change. Please refer to your online unit for the latest schedule.

Week	Live Events	Assessments
1	Webinar: Tuesday 27 Oct 2020, 7-8pm (AEDT)	
2	Webinar: Tuesday 3 Nov 2020, 7-8pm (AEDT)	
3	Webinar: Tuesday 10 Nov 2020, 7-8pm (AEDT)	A1 due: 9 Nov 2020, 11:59pm (AEDT)
4	Webinar: Tuesday 17 Nov 2020, 7-8pm (AEDT)	
5	Webinar: Tuesday 24 Nov 2020, 7-8pm (AEDT)	
6	Webinar: Tuesday 1 Dec 2020, 7-8pm (AEDT)	A2 due: 2 Dec 2020, 11:59pm (AEDT)

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- Academic Appeals Policy
- Academic Integrity Policy
- Academic Progression Policy
- Assessment Policy
- Fitness to Practice Procedure
- Grade Appeal Policy
- Complaint Management Procedure for Students and Members of the Public
- Special Consideration Policy *(**Note:** The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.)*

Students seeking more policy resources can visit the Student Policy Gateway (https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/study/getting-started/student-conduct

Results

Results published on platform other than eStudent, (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit ask.mq.edu.au or if you are a Global MBA student contact globalmba.support@mq.edu.au

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to help you improve your marks and take control of your study.

- Getting help with your assignment
- Workshops
- StudyWise
- Academic Integrity Module

The Library provides online and face to face support to help you find and use relevant information resources.

- Subject and Research Guides
- Ask a Librarian

Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

If you are a Global MBA student contact globalmba.support@mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the Acceptable Use of IT Resources Policy. The policy applies to all who connect to the MQ network including students.