



G MBA8101

Your Career, Your Life

Coursera term 6, Fully online/virtual 2021

Department of Management

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	4
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	5
<u>Policies and Procedures</u>	6
<u>Changes since First Published</u>	7

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.

Session 2 Learning and Teaching Update

The decision has been made to conduct study online for the remainder of Session 2 for all units WITHOUT mandatory on-campus learning activities. Exams for Session 2 will also be online where possible to do so.

This is due to the extension of the lockdown orders and to provide certainty around arrangements for the remainder of Session 2. We hope to return to campus beyond Session 2 as soon as it is safe and appropriate to do so.

Some classes/teaching activities cannot be moved online and must be taught on campus. You should already know if you are in one of these classes/teaching activities and your unit convenor will provide you with more information via iLearn. If you want to confirm, see the list of [units with mandatory on-campus classes/teaching activities](#).

Visit the [MQ COVID-19 information page](#) for more detail.

General Information

Unit convenor and teaching staff

Unit Convenor

Denise Jepsen

denise.jepsen@mq.edu.au

Credit points

5

Prerequisites

Admission to GMBA or GradCertGlobalBusPrac

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

Submission of assessment tasks is via Coursera or as otherwise instructed on Coursera.

For written assessment tasks, you must submit in either **PDF or Word (.doc) file types**. It is your responsibility to ensure your submission is accessible. If your submission cannot be opened, late penalties will apply for submitting the correct file after the due date.

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

lastname-firstname-GMBA8xxx-A1(or A2)

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

team-number-GMBA8xxx-A1(or A2)

Late Assessment Policy:

Late assessment submissions must be submitted through the appropriate submission link on Coursera. 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. Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for Special Consideration is made and approved. Note: applications for Special Consideration Policy must be made within five (5) business days of the due date and time

If you would like to apply for Special Consideration please submit a request via ask.mq.edu.au

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	4 Nov, 11:59pm (AEDT)
Career Pathways	60%	No	25 Nov, 11:59pm (AEDT)

Career exploration analysis

Assessment Type ¹: Design Task

Indicative Time on Task ²: 8 hours

Due: **4 Nov, 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: **25 Nov, 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.

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 Zoom) will take place each week starting in Week 1 and ending in Week 6. The links to the events are available via **Live Events** in the Coursera 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. 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 the Coursera unit content.

Please note: The teaching schedule is subject to change. Please refer to your Coursera unit for a detailed Live Event schedule.

Week	Live Events	Assessments
1	Wed 20 October, 6-7pm (AEDT)	
2	Wed 27 October, 6-7pm (AEDT)	
3	Wed 3 November, 6-7pm (AEDT)	A1 due: 4 Nov, 11:59pm (AEDT)
4	Wed 10 November, 6-7pm (AEDT)	
5	Wed 17 November, 6-7pm (AEDT)	
6	Wed 24 November, 6-7pm (AEDT)	A2 due: 25 Nov, 11:59pm (AEDT)

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). 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](#)

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

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/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.

Changes since First Published

Date	Description
07/10/2021	Corrected assessment due dates to allow an additional day to submit
07/10/2021	An error was published in the due dates which is corrected in the latest version