



GMBA8101

Your Career, Your Life

Coursera term 6, Online-scheduled-weekday 2024

Department of Management

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	4
<u>Policies and Procedures</u>	5

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.

General Information

Unit convenor and teaching staff

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

Late Assessment Submission Penalty (written assessments)

Unless a Special Consideration request has been submitted and approved, a 5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a grade of '0' will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 8:00am (Sydney time). A 1-hour grace period is provided to students who experience a technical concern. For any late submissions of time-sensitive tasks, such as scheduled tests/exams, performance assessments/presentations, and/or scheduled practical assessments/labs, students need to apply for Special Consideration.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Career exploration analysis</u>	40%	No	Monday of Week 4, 8am
<u>Career Pathways</u>	60%	No	Monday of Week 7, 8am

Career exploration analysis

Assessment Type ¹: Design Task

Indicative Time on Task ²: 8 hours

Due: **Monday of Week 4, 8am**

Weighting: **40%**

Length: max 1,000 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: **Monday of Week 7, 8am**

Weighting: **60%**

Length: max 1,800 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

Refer to Coursera for details of delivery.

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](#)
- [Assessment Procedure](#)
- [Complaints Resolution 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 connect.mq.edu.au or if you are a Global MBA student contact globalmba.support@mq.edu.au

Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

Student Support

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

The Writing Centre

The Writing Centre provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the 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

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)
- [Student Advocacy](#) provides independent advice on MQ policies, procedures, and processes

Student Enquiries

Got a question? Ask us via the [Service Connect Portal](#), or contact [Service Connect](#).

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.

Unit information based on version 2024.01R of the [Handbook](#)