

<b>Identification</b>	<b>Subject</b>	<b>MGT 101 Career Planning - 3KU/6ECTS</b>
	<b>Program</b>	Undergraduate
	<b>Department</b>	Economics and Management
	<b>Term</b>	Fall 2024
	<b>Instructor</b>	Nasiba Khalilzade
	<b>Contact email</b>	Nasiba.khalilzade@kharaz.org
	<b>Classroom/hours</b>	
	<b>Office hours</b>	By appointment
<b>Prerequisites</b>	<b>THM 102</b> Introduction to Tourism	
<b>Language</b>	English	
<b>Compulsory/Elective</b>	Compulsory	
<b>Text books and course materials</b>	<p><i>Core Textbooks:</i>            "What Color Is Your Parachute? 2021: Your Guide to a Lifetime of Meaningful Work and Career Success" by Richard N. Bolles (2021)            "Dare to Lead: Brave Work. Tough Conversations. Whole Hearts." by Brené Brown (2018)            SHRM-2019 edition career planning session            "The Ultimate Job Hunter's Guidebook" by Susan D. Greene and Melanie C. Kohnen (2020)</p>	
<b>Course Outline</b>	<p>This course is dedicated to nurturing the skills essential for students pursuing a professional career in planning and management. Throughout this program, students will engage in collaborative teamwork, refine their presentation abilities, adapt seamlessly to professional work environments, and cultivate a diverse range of competencies. Moreover, the course underscores the significance of networking and fosters a comprehensive understanding of behavioral etiquettes and ethical practices crucial in the professional sphere.</p> <p>The Career Planning and Management course is designed to stimulate the development of students' skills such as self-assessment, research acumen, adept decision-making, and the art of setting and pursuing objectives. Additionally, it encompasses vital aspects concerning evolving employment trends and prerequisites, as well as the pivotal factors that aspiring candidates must grasp when navigating the realms of job search and preparation for the selection process.</p>	
<b>Course objectives</b>	Self-assessment and identifying professional interests Proficient market research skills Staying informed about evolving career trends Creating career plans Recognizing employer needs Crafting effective CVs and cover letters Utilizing networking for career advancement Interview preparation and skills Negotiating job offers Understanding corporate culture and ethics Transitioning to the professional work environment	
<b>Learning outcome</b>	By the end of the course, students should be able to: <ul style="list-style-type: none"> <li>- Identify their personal career interests and use relevant tools to make decisions about their careers.</li> <li>- Adapt to the knowledge and skills necessary for career development.</li> <li>- Be knowledgeable about channels and tools used for job searching and be able to use them effectively.</li> <li>- Prepare required documents (CV, cover letter) with quality when applying for jobs.</li> <li>- Acquire the skills needed, especially interview skills, to successfully pass selection stages during job interviews.</li> <li>- Develop essential skills considered crucial for success in the workplace</li> </ul>	
<b>Teaching methods</b>	<b>Lecture</b>	X

	<b>Group discussion</b>		X
	<b>Presentation</b>		X
	<b>Case analysis</b>		X
	<b>Assignment</b>		X
	<b>Lecture</b>		X
	<b>Group discussion</b>		X
<b>Evaluation</b>	<b>Methods</b>	<b>Deadline</b>	<b>Percentage (%)</b>
	<b>Midterm exam</b>	TBA	30
	<b>Activity</b>		5
	<b>Group presentation (research)</b>	Week 4	10
	<b>Individual assignment (Resume &amp; Cover Letter preparation)</b>	Week 7	10
	<b>Mock interview</b>	Week 7	10
	<b>Final exam</b>	TBA	35
	<b>Total</b>		<b>100</b>
<b>Policy</b>	<p>Here are explanations of the assessment elements:</p> <p>(Mock Interview) Students will be involved in a variety of learning experiences throughout the course. The course format emphasizes short lectures, discussion of reading assignments, in- and out-of-class exercises, video clips, and case analyses. Students will be expected to contribute effectively to class discussions based not only on common sense and personal experience, but also on the required readings.</p> <p>(Activity/Participation):</p> <ul style="list-style-type: none"> <li>- This assessment is based on students' participation in class discussions and their ability to answer questions directed to them during the lecture.</li> </ul> <p>Evaluation:</p> <ul style="list-style-type: none"> <li>- Excellent: Outstanding performance in all areas.</li> <li>- Good: Strong performance with minor improvements needed.</li> <li>- Satisfactory: Meets basic requirements with notable areas for improvement.</li> <li>- Needs Improvement: Significant improvement required in multiple areas.-</li> </ul> <p>Needs Improvement: Plan requires significant revision, with unclear goals and a poorly developed strategy.</p> <p>(Group Work):</p> <ul style="list-style-type: none"> <li>- Students work in groups of 3-4 individuals to research (job research about company's and etc. assigned topics.</li> <li>- They will collaborate to prepare a presentation on the topic and collectively present it.</li> </ul> <p>(Individual Work - Resume and Cover Letter Preparation):</p> <ul style="list-style-type: none"> <li>- Each student is evaluated on their ability to create their own resume (CV) and a comprehensive cover letter.</li> <li>- These documents are based on the skills discussed in the course.</li> </ul> <p><b>(Professional Development Plan):</b></p> <ul style="list-style-type: none"> <li>- Each student is required to prepare a Professional Development Plan.</li> <li>- This plan involves self-assessment where students identify their strengths and weaknesses.</li> </ul> <p>Evaluation:</p>		

**Commented [KB1]:** Professional Development Plan evaluation-da yoxdur.

<ul style="list-style-type: none"> <li>- Excellent: Comprehensive and insightful plan with clear goals and a detailed implementation strategy.</li> <li>- Good: Solid plan with clear goals and a generally effective strategy, though some areas may need refinement.</li> <li>- Satisfactory: Adequate plan with basic goals and implementation strategy, with notable areas for improvement.</li> <li>- Needs Improvement: Plan requires significant revision, with unclear goals and a poorly developed strategy.</li> </ul> <p>Additionally, students formulate their future career goals based on this self-assessment</p>
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**Tentative Schedule**

Week	Date	Topic	Source
1		Introduction to Career Development	"What Color Is Your Parachute? 2021:Your Guide to a Lifetime of Meaningful Work and Career Success" by Richard N. Bolles (2021)
2		Job Market Discovery. Industries, Employers, Job Roles	"What Color Is Your Parachute? 2021:Your Guide to a Lifetime of Meaningful Work and Career Success" by Richard N. Bolles (2021)
3		Job search tools and Strategies	"Dare to Lead: Brave Work. Tough Conversations. Whole Hearts." by Brené Brown (2018) SHRM-2019 edition career planning session
4		<b>Group assignment: Market Research Presentation</b>	<i>Group presentation</i>
5		CV/Resume and cover letter preparation	"The Ultimate Job Hunter's Guidebook" by Susan D. Greene and Melanie C. Kohnen
6		Job Interviews	The Ultimate Job Hunter's Guidebook" by Susan D. Greene and Melanie C. Kohnen
7		<b>Mock Interview (Individual-15 min. per-student)</b>	Individual work
8		Presentation skills	Harvard Business Review
9		<b>Midterm Exam</b>	

10		Networking (Digital Networking & LinkedIn). Personal brand identification	"Dare to Lead: Brave Work. Tough Conversations. Whole Hearts." by Brené Brown (2018) SHRM-2019 edition career planning session
11		Essential workplace skills	What Color Is Your Parachute? 2021:Your Guide to a Lifetime of Meaningful Work and Career Success" by Richard N. Bolles (2021)
12		Business communication	What Color Is Your Parachute? 2021:Your Guide to a Lifetime of Meaningful Work and Career Success" by Richard N. Bolles (2021)
13		University to Student life transition. Workplace ethics	What Color Is Your Parachute? 2021:Your Guide to a Lifetime of Meaningful Work and Career Success" by Richard N. Bolles (2021)
14		Determining personal goals and preparing development plans	What Color Is Your Parachute? 2021:Your Guide to a Lifetime of Meaningful Work and Career Success" by Richard N. Bolles (2021)
15		Individual "Career Coaching session"	<i>With Instructor</i>
16		<b>Final Exam</b>	