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Syllabus of Educational Course (Module)

Faculty	Social sciences and health	
Educational Program	Business Administration	
Stage of Higher education	BA	
Name of the Course	Career Management	
Status of Educational Course	Elective Course	
Course Code	SUB.6.3.	
Language	English	
Prerequisite	SUB.5.1.3	
Executor	Name Surname	Tamriko Lukava
	Degree	Master
	Position	Teacher
	Phone number	577 17-84-70
	E-mail	tamrikolukava@gmail.com .
	Consultation Day	Shall be determined according to the load of academic and invited personnel at the faculty.
Student's study Load	Credit (ECTS)¹	5
	Hours(1 credit = 25 hour)	125
	Contact Hours among them	35
	Lecture	14 hours.
	Working in a working Group among them	17 hours
	Seminar (Recitation)	7 hours
	Quiz (written inquiry)	7 hours
	Presentation	3 hours
	Interim Examination	2 hours
	Final Examination	2 hours
Independent Hours²	90	

Aim of the educational course	Aim of the Course: To develop personal Career Management competences, grow students' employability and career success.
Learning Outcomes	
Knowledge and Understanding:	Students will know different forms of obtaining career information as well as opportunities of using them properly, global economic, social, environmental and technological development tendencies of the modern world; the external conditions and personal peculiarities influencing career decision-making; career decision-making problems and the ways of overcoming them, demands of modern labor market, adaptation on a new workplace, mechanisms of preparing for the obstacles to changes and the ways of overcoming them; preparing career plan and other necessary documents, presenting herself or himself effectively on a job interview, has personal factors that are essential for career, knows how to use career information into her own career management.
Applying knowledge:	Student can use theoretical knowledge into practice, she/he can assess personal qualities that are necessary for career , and evaluate his/her strong and weak sides, can choose and use different sources of obtaining career information, can define influence of global economic, social, environmental and technological development tendencies, makes career decisions, has his/her own career plan, can prepare necessary documents for employment, can be well prepared for the job interview, can manage personal recourses
Values:	At the end of the course student has positive, realistic and stable dependence and values, which defines the success of career development.
Methods of Learning and Teaching	<input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Working in a working group <input checked="" type="checkbox"/> Recitation (Seminar) <input type="checkbox"/> Practical Work <input checked="" type="checkbox"/> Quiz (written inquiry) <input checked="" type="checkbox"/> Teaching with electronic resources <input checked="" type="checkbox"/> Presentation <input type="checkbox"/> Others

Evaluation of the student's learning outcomes attainment

Evaluation of the student's learning outcomes attainment is conducted by a 100-point system. Evaluation of the student's learning outcomes attainment consists of interim evaluation (Maximum 70 points) and Final evaluation (Maximum 30 points) The sum of them is the final evaluation (100 points).

Components of the interim evaluation of the student's learning outcomes attainment are working in a working group (seminar, quiz, presentation.), Interim examination, presentation. Each component of the Interim Evaluation of the student's learning outcomes attainment has its portion under the 70 points of midterm evaluation(see below). The share of the minimal competence also comprises 40% of the maximum grade (30 points), ie 12 points.

Components of the final evaluation of the student's learning outcomes attainment is the final examination. The final examination is compulsory. The share of the minimal competence also comprises 40% of the maximum grade (30 points), ie 12 points. The final assessment will be considered as passed if the student will take minimum 12 points

The learning course will be passed if the student takes at least 51 points from **Interim evaluation and final evaluation (30**

points) components.d term and final with a maximum score of 30 points (30 points) in the middle level and final score. The credit is awarded to the student in case of acceptance of one of the positive assessments. In case of getting 0-50 points during additional exam, student gets F-0 evaluation.

Positive Grades

A – Excellent	91-100 points and over of maximum grade
B – Very good	81-90 points of maximum grade;
C - Good	71-80 points of maximum grade;
D - Satisfactory	61-70 points of maximum grade;
E - Acceptable	51–60 points of maximum grade;

Negative Grades

FX - Fail	41-50 points of maximum grade, (meaning that a student requires some more work before passing and is given a chance to sit an additional examination after independent work; Furthermore, an additional exam may be appointed at least 5 calendar days after the announcement of the final exam results)
F - Fail	40 points and less of maximum grade, (meaning that the work of a student is not acceptable and he/she has to study the subject anew.)

Forms and Components of Assessment

N	Forms and Components of Evaluation	Amount	Maximum Evaluation of them	Maximum Point
1	Interim evaluation among them			70 Point
1.1	Working in a working group among them			
1.1.1	Seminar (Recitation)	7	2	14
1.1.2	Quiz (written inquiry	7	3	21
1.1.3	Presentation	1	10	10
1.2.	Interim written examination	1	25	25
2	Final evaluation			30 point
2.1.	Final Examination	1	30	30
Total				100 point

Components of Interim evaluation	Methods and criteria of interim evaluation		
1. 1 Working in a working group			
1. 1.1 Seminar (Recitation)	<p>Student’s Recitation is assessed by 2 points. Under the midterm assessment during the term student is assessed 7 times. Accordingly in recitationsss student can have maxim 14 points (2X7), Recitation is conducted in the form of reports, discussions question answer format. The following means are used to assess recitation</p> <p>The evaluation criteria of recitation are: verification and conveying the issue,using terminology, logical reasoning.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;">Points</td> <td style="text-align: center;">Criteria of recitation</td> </tr> </table>	Points	Criteria of recitation
Points	Criteria of recitation		

	2 points	The student reveals a high level of preparation during the formulation and delivery of the issue, uses terminology. Conveys the idea logically and conclusively.
	1 points	During the formulation and delivery of the issue students is fragmented, can't use terminology Conveys the idea partly logically.
	0 points	The student is actually unprepared and can not answer any criteria. Hasn't taken part at all.
	<p>Written inquiry (Quiz) is evaluated by 3 points. Under the interim evaluation student has a written inquiry 7 times in a term. Consequently, in the written inquiry the student may gain maximum of 21 points (3X7)</p> <p>Written inquiry (Quiz) For the evaluation is used (Evaluation method): Topic (from the covered material).</p> <p>Evaluation criteria of theoretical issues are: knowledge of basic issues of the covered theoretical material, logical and consistent conveyance, correct terminology.</p>	
	Quiz (written inquiry) Evaluation Criteria	
1.1.2 Written inquiry (Quiz)	3 point	During the writing process, student fully reveals the knowledge of the major issues of the theoretical material, conveys the idea logically and consistently, using appropriate terminology.
	2 point	During the writing process, student reveals the knowledge of theoretical material, logically and consistently conveys the idea, can't use exactly appropriate terminology
	1 point	During the writing student can't reveal the knowledge of the theoretical material, its difficult to convey the idea logically, partly used appropriate terminology.
	0 point	During writing students can't reveal the knowledge of the theoretical material, idea is illogical and is not consistent, can't use appropriate terminology, didn't take part
1.2 Interim written examination	<p>Under the midterm assessment, the student will pass the midterm written exam (compulsory component). Midterm written exam is conducted on the 8th learning week. In the midterm test, student can have 25 points maximum.</p> <p>The following methods are used to assess Interim written examination: test and any theoretical issue. The test consists of 5 closed and 5 open questions, closed question is assessed by 1 point, each open question - 2 points; Theoretical issue assessed by 10 points.</p> <p>Evaluation criteria of theoretical issues are: knowledge of theoretical material, logical, consistent and adequate conveying of the issue, reasoning and analysis.</p>	
	Point	Assessment criteria of theoretical issue are
	5 Points	Knowledge of theoretical material
		Assessment criteria of theoretical material
	5 points	Theoretical material is set out thoroughly. The student has the knowledge of the basic and additional issues of the theoretical material.
	4 points	Theoretical material is set out thoroughly. The student has the knowledge

		of the basic and additional issues of the theoretical material.
	3 points	Theoretical material is set out well. The student has the incomplete knowledge of the basic and additional issues of the theoretical material.
	2 points	Theoretical material is set out satisfactorily. The student has the not got knowledge of the basic and additional issues of the theoretical material.
	1 point	Theoretical material is misleading. The student has the minimum knowledge of basic and additional issues of the theoretical material.
	0 point	The student does not reveal the knowledge of theoretical material. The student does not have the knowledge of the theoretical material and the basic issues .
		Logical, consistent and adequate conveying
	2 points	Evaluation criteria of logical, consistent and adequate conveying
	2 points	During writing student writes absolutely logically and adequately expresses idea, uses appropriate terminology.
	1 point	During writing student expresses idea more or less logically and adequately, more or less reveals the knowledge of appropriate terminology.
	0 point	During writing student can't expresses idea logically and adequately, can't reveal the knowledge of appropriate terminology.
		Discussion and analysis.
	3 points	Evaluation criteria of Discussion and analysis.
	3 points	During the discussion and analyzes of the issue student connects main and additional issues of the topic logically. Has the skills of analytical thinking and conclusion making.
	2 points	During the discussion and analyzes of the issue student more or less connects main and additional issues of the topic logically. Has the skills of sufficient analytical thinking and conclusion making.
	1 point	During the discussion and analyzes of the issue student more or less connects main and additional issues of the topic logically. Has the skills of sufficient analytical thinking and conclusion making.
	0 point	During the discussion and analyzes of the issues student can't connect main and additional issues of the topic logically. Can't reveal the skills of analytical thinking and conclusion making.
		Evaluation criteria of closed question
	1 point	Answer is correct
	0 point	Answer is incorrect
		Evaluation criteria of open question
	2 points	Answer was complete
	1 point	The answer was partial
	0 point	The answer was incorrect
1.3 Presentation		During the course student prepares the selected topic and has a presentation in front of the

audience on the 16th week. The presentation is assessed by 10 points, Presentation can be in a group, the issues of the presentation is distributed among students. In case of group presentation, each student can obtain the maximum score in the level of involvement or the completeness of the search query. The group can unite more than 3 students. Assessment criteria for performance presentation are: theoretical knowledge and practical skills (ability to conclude, analytical thinking skills, presenting presentation, submission skills)
Assessment Criteria of Presentation: Theoretical knowledge and practical skills (ability to conclude, analytical thinking skills, skills of presentation)

Point	Evaluation Criteria of Presentation:
5 Points	Evaluation criteria of theoretical knowledge
5 points	Has searched information about the topic perfectly. He knows material thoroughly and strengthens theoretical knowledge with relevant examples. Thoroughly acknowledges the main and additional issues of the topic.
4 points	Has searched information about the topic. He knows material and very well, strengthens theoretical knowledge with relevant examples. Acknowledges the main and additional issues of the topic very well.
3 points	Has searched information about the topic. He knows material well and more or less strengthens it with relevant examples. Acknowledges the main and additional issues of the topic satisfactorily.
2 points	Has searched information about the topic sufficiently. He knows material well and strengthens it with relevant examples as far as possible. Acknowledges the main and additional issues of the topic meanly.
1 point	Has searched information about the topic partially. He knows material meanly and strengthens it with relevant examples meanly. Can't aware the main and additional issues of the topic.
0 point	Couldn't search information about the topic, strengthens it with relevant examples meanly. Doesn't know material and can't strengthen it with relevant examples. hasn't taken part at all.
	Practical skills (Skills of making conclusion, analytical thinking skill, skill of preparing and performing presentation.)
	Practical skills (Skills of making conclusion, analytical thinking skills, skills of preparing and performing presentation.)
5 points	The student constructs conclusions perfectly conclusively, conclusively reveals the ability of analytical thinking, has prepared presentation in a high level and speaks confidently during the presentation.
4 points	The student, substantiates the idea very well and formulates conclusions, correspondingly, reveals the ability of analytical thinking, has formalized presentation very well and speaks confidently during the presentation.
3 points	The student, substantiates the idea very well and correspondingly reveals the ability of analytical thinking, has formalized presentation very well and speaks confidently during the presentation.
2 points	The student, substantiates the idea and formulates conclusions satisfactorily, correspondingly, meanly has the ability of analytical thinking, has formalized presentation meanly and speaks erroneously during the presentation.
1 point	The student, substantiates the idea but can't formulate conclusions, duly doesn't have the ability of analytical thinking, has formalized presentation

		meanly and can't speak convincingly during the presentation.
	0 point	The student, can't formulate conclusions, doesn't have the ability of analytical thinking, hasn't formalized presentations can't speak convincingly during the presentation or hasn't taken part at all.
Components of Final Evaluation	Methods and criteria of Final evaluation	
2 Final Written Examination	<p>Within the final evaluation student passes a final written examination (compulsory component). The final written examination is conducted from the 17th week study. In the final written examination, the student may gain a maximum of 30 points.</p> <p>For the evaluation of final written examination is used the following methods: test (10 closed question- each 1 point and 5 open questions - each 2 points) and 1 theoretical issue.</p> <p>The final evaluation will be considered as passed if the student will score a minimum of 12 points on the final written examination.</p> <p>Evaluation criteria of theoretical issues are: knowledge of theoretical material, logical, consistent and adequate conveying of the issue, reasoning and analysis.</p>	
	Point	Knowledge of theoretical material
	5 points	Evaluation criteria of theoretical material
	5 points	Theoretical material is set out thoroughly. The student has the knowledge of the basic and additional issues of the theoretical material.
	4 points	Theoretical material is set out very well. The student has the knowledge of the basic and additional issues of the theoretical material
	3 points	Theoretical material is set out well. The student has the incomplete knowledge of the basic and additional issues of the theoretical material
	2 points	Theoretical material is set out satisfactorily. The student has the not got knowledge of the basic and additional issues of the theoretical material.
	1 points	Theoretical material is misleading. The student has the minimum knowledge of basic and additional issues of the theoretical material.
	0 points	The student does not reveal the knowledge of theoretical material. The student does not have the knowledge of the theoretical material and the basic issues .
		Logical, consistent and adequate conveying
	2 points	Evaluation criteria of logical, consistent and adequate conveying
	2 points	During writing student writes absolutely logically and adequately expresses idea, uses appropriate terminology.
	1 point	During writing student expresses idea more or less logically and adequately, more or less reveals the knowledge of appropriate terminology.
	0 points	During writing student can't expresses idea logically and adequately, can't reveal the knowledge of appropriate terminology.
		Discussion and analysis.
		Evaluation criteria of Discussion and analysis.
3 points	During the discussion and analyzes of the issue student connects main and additional issues of the topic logically. Has the skills of analytical thinking and conclusion making.	
2 points	During the discussion and analyzes of the issue student more or less	

		connects main and additional issues of the topic logically. Has the skills of sufficient analytical thinking and conclusion making.
	1 point	During the discussion and analyzes of the issue student can't connect main and additional issues of the topic logically. Can't reveal the skills of analytical thinking and conclusion making meanly.
	0 point	During the discussion and analyzes of the issue student can't connect main and additional issues of the topic logically at all. Can't reveal the skills of analytical thinking and conclusion making.
		Evaluation criteria of closed question
	1 point	Answer is correct
	0 point	Answer is incorrect
		Evaluation criteria of open question
	2 points	Answer was complete
	1 point	The answer was partial
	0 point	The answer was incorrect

Content:

Week	Method of Teaching	Content/Component of Assessment/Maximum Assessment
1	Lecture (1 hour)	<p>Topic 1. Topic 1. Introduction of syllabus, presenting the objectives and outcomes of the course and agreeing to the necessary conditions for achieving the the outcomes What career means in the changing world Career Development Theory in Practice Issues of Discussion: Global economic, social, environmental and technological development tendencies of the modern world; the impact of world changes on personal career; the modern career concept and its major models The stages of career development: consistent patterns and critical evaluation as seen from the perspective of the modern career concept; An introduction to career theories from a range of academic disciplines; Career decisions in practice: applying career development theory in real life</p>
	Working in a working group (Recitation) 1hour	<p>The recitation will be arranged in a group, in the form of report, question answer and discussion.</p>
2	Lecture (1 hour)	<p>Topic 2: Self-awareness and its impact on career Looking at self-awareness and various ways of understanding your own personal attributes and competencies; how doing this can contribute to career planning; exploring what is meant by professional attributes.</p>
		<p>Main Literature:</p>

		Managing Your Career, A Guide for Students, 2014
	Working in a working group Quiz (written inquiry) (1 hour.)	The wwritten inquiry will be arranged in a group around the topic of previous lecture in the form of concrete topic
3	Lecture (1 hour)	Topic 3: Researching and exploring career options Exploration and evaluation of sources of vocational and graduate labour market information; Recognition of key factors affecting labour markets; An introduction to the hidden labour market and its role in a job search; Examination of relationship between academic discipline and the world of work; Researching careers: a practical introduction to informational interviewing; Exploration of online career development resources
		Main Literature: Managing Your Career, A Guide for Students, 2014
	Working in a working group (Recitation) 1hour	The recitation will be arranged in a group, in the form of report, question answer and discussion.
4	Lecture (1 hour)	Topic 4: Career vision The career vision concept, its relation to the mission and vision of life, career dreams, strategies and aims; The steps and techniques used for creating a career vision: analysing the main values, interests and principles; visualization of the future; making a list of dreams; life and career case studies, etc. self-assessment of career vision quality
		Main Literature: Managing Your Career, A Guide for Students, 2014
	Working in a working group: Quiz (written inquiry) (1 hour.)	The written inquiry will be arranged in a group around the topic of previous lecture in the form of concrete topic
5	Lecture (1 hour)	Topic 5: Career Decision Making The concept of career decisions; What influences the career decisions that people make? The career decision-making process, its management; The models of career decision-making; Setting criteria for career decisions; The external conditions and personal peculiarities influencing career decision-making;
		Main Literature: Managing Your Career, A Guide for Students, 2014
	Working in a working group: (Recitation) 1hour	The recitation will be arranged in a group, in the form of report, question answer and discussion.
6	Lecture (1 hour)	Topic: Career Planning Challenges of career planning in a chaotic and rapidly changing world; Planned-happenstance and using it for career purposes; the concept of a flexible (non-linear) career

		<p>plan; the structure of a career plan and its preparation stages; Defining career aims; Assessment of resources required for implementation of a career plan; The principles of updating a career plan.</p> <p>Main Literature: Managing Your Career , A Guide for Students, 2014</p>
	Working in a working group: Quiz (written inquiry) (1 hour.)	The written inquiry will be arranged in a group around the topic of previous lecture in the form of concrete topic
7	Lecture (1 hour)	<p>Topic 7: Exploring Learning Opportunities Assessment of career learning needs; Formulating the learning aims; Preparing a study plan; Assessment of the learning style; Efficient learning methods Learning obstacles and the ways of overcoming them; Self-assessment of the learning outcomes. Literature: Managing Your Career, A Guide for Students, 2014</p> <p>Main Literature: Managing Your Career , A Guide for Students, 2014</p>
	Working in a working group: (Recitation) 1hour	The recitation will be arranged in a group, in the form of report, question answer and discussion.
		Interim written examination
9	Lecture (1 hour)	<p>Topic. Graduate recruitment and what employers are looking for Job search strategies: how employers recruit graduates in theory and practice; Articulating your experience, qualities and skills to employers with confidence.</p> <p>Main Literature: Managing Your Career , A Guide for Students, 2014</p>
	Working in a working group: Quiz (written inquiry) (1 hour.)	The written inquiry will be arranged in a group around the topic of previous lecture in the form of concrete topic
10	Lecture (1 hour)	<p>Topic 9: Resume: Types of resume, its strengths and weaknesses, guides of preparing curriculum vitae</p> <p>Main Literature: Managing Your Career , A Guide for Students, 2014</p>
	Working in a working group: (Recitation) 1hour	The recitation will be arranged in a group, in the form of report, question answer and discussion.
11	Lecture (1 hour)	<p>Topic 10: Letters of Application; Application Forms Group work, filling application documents and quiz</p> <p>Main Literature: Managing Your Career , A Guide for Students, 2014</p>
	Working in a working group: Quiz (written inquiry) (1 hour.)	The written inquiry will be arranged in a group around the topic of previous lecture in the form of concrete topic

12	Lecture (1 hour)	<p>თემა 11. Job Interview Individual mock interviews with the career team and external interviewer. Students will receive verbal feedback from the interviewer and student observers. After the interview students will be asked to write own notes on what they have learned from the experience.</p> <p>Main Literature: Managing Your Career , A Guide for Students, 2014</p>
	Working in a working group: (Recitation) 1hour	The recitation will be arranged in a group, in the form of report, question answer and discussion.
13	Lecture (1 hour)	<p>Topic12: Personal resource management The types of resources needed for career (money, time, social network, health, competencies, etc.), their interrelation and the ways of multiplying these resources; relation between finance and career, lifestyle, its financial evaluation; tools and means of effective personal finance management</p> <p>Main Literature: Managing Your Career , A Guide for Students, 2014</p>
	Working in a working group: Quiz (written inquiry) (1 hour.)	The written inquiry will be arranged in a group around the topic of previous lecture in the form of concrete topic
14	Lecture (1 hour)	<p>Topic: Being Successful at work The concept of self-establishment at work; The psychological contract and determining expectations from a new job; Understanding the organizational culture; The situations of “crossing the limits” in labour relations; The major social roles in different areas of life; The tools for balancing various areas of life and social roles (setting priorities, planning, negotiation).</p> <p>Main Literature: Managing Your Career , A Guide for Students, 2014</p>
	Working in a working group: (Recitation) 1hour	The recitation will be arranged in a group, in the form of report, question answer and discussion.
15	Lecture (1 hour)	<p>Topic: Management of career changes Career changes in a nowadays dynamic labour market; types of career changes (proactive, reactive, managed, uncontrolled);stages of career changes; the signs showing the necessity for career changes; preparing for career changes; transition period in career changes: the obstacles to changes and the ways of overcoming them; the sources of support for career changes; career changes’ success evaluation</p> <p>Main Literature: Managing Your Career , A Guide for Students, 2014</p>
	Working in a working group: Quiz (written inquiry) (1 hour.)	The written inquiry will be arranged in a group around the topic of previous lecture in the form of concrete topic

16	Presentation (3 hours.)	Assessment component - presentation, maximum score -10 points
17/18		Final written exam.
19/20		Additional written exam
Main Literature		Managing Your Career , A Guide for Students, 2014
Additional Literature		<ol style="list-style-type: none"> 1. Inkson K. Understanding careers: The metaphors of working lives// Thousand Oaks: Sage Publications, 2007. 2. Jay R. Brilliant Interview// Prentice Hall, 2010. 3. Yena D. Career Directions: The Path to Your Ideal Career// McGraw-Hill/Irwin, 2010. 4. Harrington B., Hall D.T. Career management and work-life integration: using self-assessment tonavigatecontemporary careers// SAGE Publications, 2008. 5. Bolles R. N. What Color Is Your Parachute? 2012: A Practical Manual for Job-Hunters and Career-Changers// TenSpeed Press, 2011. <p style="text-align: center;">Electronic resource</p> <ol style="list-style-type: none"> 1. www.sciencedirect.com end www.scopus.com

The Syllabus author: **Tamriko Lukava**