

Victoria Management School

## **MGMT 410 - Special Topic in Career Management**

Second Trimester 2005

### **COURSE OUTLINE**

#### **Contact Details**

Professor Kerr Inkson  
Room RH 928  
Phone: (VUW) 463 5143; (U. of Otago) 03 479 4024  
Email: [kinkson@business.otago.ac.nz](mailto:kinkson@business.otago.ac.nz)

#### **Class Times and Room Numbers**

Professor Inkson will be based at the University of Otago, where he is Adjunct Professor of Management, and will teach the course on a modular basis. At each module reading and assignments will be set for the next module, and Professor Inkson will keep in touch with students as desired by email. The timetable of formal classes will be as follows (all sessions 9 a.m. to 12 noon) in **room GB 117**:

Monday 11 July: Introductory Session.

Saturday 30 July, Monday 1 August, Tuesday 2 August: Career theory module.

Saturday 10 September, Monday 12 September, Tuesday 13: Career analysis module.

Saturday 1 October, Monday 3 October, Tuesday 4 October: Career applications workshop.

#### **Course Objectives**

To enable you (the student) to:

1. Understand a range of current academic theories and research on careers, how careers work in people's lives, and how careers can be managed, by society, by organisational managers, and by people themselves.

2. Be familiar with different types of career, including traditional organisational and occupational careers as well as the increasingly common mobile, boundaryless, portfolio, project, and entrepreneurial careers.
3. Become aware of the effects of ongoing changes in the context of careers (e.g. globalisation, political and economic change, information technology, business restructuring) on the nature of careers.
4. Analyse career case studies; and learn how to learn from the careers of others.
5. Think about your own career, learn more about yourself and the world of work relevant to your career, and develop skills in career analysis, planning, and action.

### **Course Content**

The course will consist of 10 three-hour sessions, in four modules, as outlined above. All sessions except the first will assume pre-reading by students. I will expect participation by students, in the form of asking and answering questions, and taking part in “buzz groups”. I may call on students by name to participate.

A key element in the course, particularly the September module and one major assignment, will be the analysis of “career histories”, that is written accounts of actual careers. A number of career histories will be provided, many of them taken from the book *The New Careers*, by Arthur, Inkson, and Pringle, which is on reserve in the library, and which includes interpretive material on many of the cases.

### **Readings**

Pre-reading by students is essential. At the beginning of the course I will make available copies of the textbook I am writing, *Understanding Careers*, which provides a multi-perspective framework for the study of careers. As pre-reading for each module, further specific papers will be provided. *Understanding Careers* includes several hundred additional references and students are expected to read widely around the topic.

### **Assessment Requirements**

Essays (one due 30 July worth 10%, one due 10 Sept worth 20%) total 30%.

Case analysis due 1 October 30%. (This will consist of a case career history of someone at least 40 years old and a theoretical analysis of the case).

Critical review OR class test late October 30%. Students will be expected to choose one of these options by the September Workshop. The critical review will be an original review of a major area of career studies, on a topic agreed in writing with the tutor. The exam will be a traditional essay-type examination which will include at least one case analysis.

Class contribution 10%.

### **Rationale for the Course**

### *Academic*

A career can be defined as “the development of a person’s work experiences over time”. And careers are fascinating phenomena for interdisciplinary study, because of the intersection of so many of societal phenomena. For example, many sociologists believe that careers are largely a product of social structural forces such as social class, education, ethnicity and gender. Psychologists are more likely to see careers as patterns of personal development or as processes of fitting people into the right slots for them. HRM theories see careers as pathways through organizations which can be made mutually beneficial to the employer and the individual. Counsellors stress processes of empowerment through which people can learn about themselves, learn about the world of work, and optimise the use of their potential. And how far the work career can be separated from, or is closely integrated with, a person’s non-work and family life is much debated. Thus, career studies is an area of considerable academic debate.

### *For the student*

If you haven’t yet started your career, you will do soon. And you will do so in a rapidly changing world. Your career will be less predictable and secure than those of your parents. But you will also have career opportunities that previous generations would not have dreamed possible. In your career, you will most likely work in at least ten different organizations, and in at least three distinct occupations, some of them completely unconnected with your initial qualifications. You will probably be made redundant at least once. You will probably spend periods of your career in part-time work, self-employment, multiple jobs, and at home looking after your family. You will probably work overseas for at least a period. You will be expected to look after your own career – your organizations won’t do it for you. In such an environment, learning how careers work and how to navigate your way through them and be successful and happy in them becomes an important skill.

Fortunately, the topic of career studies provides many different ideas, practices, and models to enable you to build your career on good understanding. It also provides opportunities for increasing understanding of one’s own career potential and of the world of employment and self-employment. The course will extend beyond an understanding as to how careers function, to practical ideas on how to build a worthwhile career among today’s new challenges

Careers are exhilarating, careers are fun! Careers provide many of us with our main sense of identity, our greatest personal fulfilment, even our ‘peak experiences’. If you go about this course in the right way, you may be able to think about your own career in new ways, and turn the next few years at least into a more satisfying and worthwhile experience.

### *For management*

Organisations invest major resources in their staff, particularly their professional and managerial staff, and look for a *long-term* return on this investment in terms of employee loyalty, commitment, and growth of the human capital that each employee represents. At the same time, the evidence suggests that the layoffs of the last 20 years have damaged loyalty, that many employees are no longer interested in cultivating a company career, and that increasingly people will do what they see as good for them rather than for the company.

Providing effective career management systems in organizations thus becomes a major challenge, which the course will address.

## **Penalties**

### **Late Assignments**

In fairness to other students, work submitted after the deadline will be subject to a penalty of 5% of the total marks available per day of lateness. Assignments more than one week late will not be accepted. A “zero” mark will be applied. In the event of unusual, unforeseen circumstances (e.g., serious illness, family bereavement), students should discuss waiver of the penalty with Professor Inkson **prior** to the deadline date.

## **Faculty of Commerce and Administration Offices**

### Railway West Wing (RWW) - FCA Student Administration Office

The Student Administration Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications.

### Easterfield (EA) - FCA/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce & Administration and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office, will be open from 9:00 am to 5:00 pm during Trimester 2, offers the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- FCA Student Administration forms (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

Please note:

There will be a Student Administration Adviser, from the RWW office, based in EA005 from Monday 27 June to Friday 1 July (9:00 am to 5:00 pm) and from Monday 4 July to Friday 22 July (11:00 am to 1:00 pm).

## **General University Policies and Statutes**

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

### **Student Conduct and Staff Conduct**

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at: [www.vuw.ac.nz/policy/StudentConduct](http://www.vuw.ac.nz/policy/StudentConduct).

The policy on Staff Conduct can be found on the VUW website at: [www.vuw.ac.nz/policy/StaffConduct](http://www.vuw.ac.nz/policy/StaffConduct).

### **Academic Grievances**

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal

grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website:  
[www.vuw.ac.nz/policy/AcademicGrievances](http://www.vuw.ac.nz/policy/AcademicGrievances).

### **Academic Integrity and Plagiarism**

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

*'Someone else's work' means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.*

#### ***Plagiarism is not worth the risk.***

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct ([www.vuw.ac.nz/policy/studentconduct](http://www.vuw.ac.nz/policy/studentconduct)) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

*Find out more about plagiarism and how to avoid it, on the University's website at:*  
[www.vuw.ac.nz/home/studying/plagiarism.html](http://www.vuw.ac.nz/home/studying/plagiarism.html).

### **Students with Disabilities**

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: [disability@vuw.ac.nz](mailto:disability@vuw.ac.nz). The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

### **Student Support**

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find out more at [www.vuw.ac.nz/st\\_services/](http://www.vuw.ac.nz/st_services/) or email [student-services@vuw.ac.nz](mailto:student-services@vuw.ac.nz).

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email [education@vuwsa.org.nz](mailto:education@vuwsa.org.nz).

### **Maori and Pacific Mentoring programme (Manaaki Pihipihinga)**

This is a free programme of mentoring for Maori and Pacific students doing first year courses within the Faculty of Commerce and Administration. Weekly one hour mentoring sessions: drafting and editing assignments/discussing any questions that you might have from tutorials or lectures and going over every aspect of essay writing, either in small group sessions or on a one-to-one basis.

This includes:

- A computer suite hooked up to cyber commons for students to use to produce their assignments.
- Regular skill-based workshops with a learning adviser from Student Learning Support Services.
- Networking with other Maori and Pacific support groups throughout the university.

For more information please contact:

Melissa Dunlop, Programme Coordinator

Ph: 463 6015 or Email: [Maori-Pacific-Mentoring@vuw.ac.nz](mailto:Maori-Pacific-Mentoring@vuw.ac.nz)