

MANAGING YOUR CAREER - 2024/5

Module code: MAN3221

Module Overview

The module provides students with knowledge and skills to manage their career(s) successfully and effectively after graduation. Managing your career is as much about professional etiquette as it is about knowing your self. Self-awareness, self-care, resilience, resourcefulness and sustainable ways to navigate turbulent times throughout career(s) are concepts we hear and talk about but rarely learn how to develop and continue developing so that we can manage career(s) successfully. Self-exploration, journaling, introspection, reflection and propection and sharing of experiences are key techniques used throughout workshops. Workshops are complemented by seminars discussing current research in relation to career management. The assessments deepen knowledge, understanding and further skills development that serves individual career paths in the longterm.

Module provider

Surrey Business School

Module Leader

RIVERS Christine (SBS)

Number of Credits: 15

ECTS Credits: 7.5

Framework: FHEQ Level 6

Module cap (Maximum number of students): N/A

Overall student workload

Workshop Hours: 22

Independent Learning Hours: 100

Seminar Hours: 11

Guided Learning: 10

Captured Content: 7

Module Availability

Semester 1

Prerequisites / Co-requisites

MAN1150 Personal and Professional Development / MAN1129 Professional Development for Accounting and Finance

Module content

Topics in this module include:

- Sustainable Career Paths - Conventional / Unusual, Conforming / Unique
- Employability, Success & Performance - Resilience & Resourcefulness
- Internal and External Self-Awareness & Potential
- Managing Personal and Professional Challenges at Work - Balance, Conflict Management & Wellbeing
- Importance of Body, Mind and Heart for Careers
- Self & Self-Care
- Managing Career(s) in a Digital World
- Practical Tools and Techniques to manage YOUR career

Assessment pattern

Assessment type	Unit of assessment	Weighting
Coursework	Group Poster Presentation	50
Coursework	Individual Reflective & Prospective Account	50

Alternative Assessment

Individual poster presentation instead of group poster presentation.

Assessment Strategy

Summative Assessments:

This module consists of two summative assessments, a group poster presentation and an individual reflective and prospective account of equal weight. Workshops and seminars are designed to support assessment development and prepare students to complete assessment.

Group Poster Presentation - Students are asked to create a poster that reflects learning outcomes 1-3.

Individual Reflective and Prospective Account - Students are asked to reflect on their learning throughout the career. This

assessment relates to learning outcomes 1-4.

Formative Assessments and Feedback:

Workshops and seminars are designed to support assessment development and prepare students to complete assessment. Students receive feedback on assessment ideas and development throughout live learning sessions and are encouraged to share assessment plans and drafts as appropriate prior to submission.

Module aims

- Explore their professional and personal needs to manage their career(s) successfully in the future.
- Expand their understanding of internal and external self-awareness as a way to manage their career(s).
- Develop skills to become reflective future leaders and managers.
- Gain knowledge about research concerned with success, performance and career management.

Learning outcomes

		Attributes Developed
002	Demonstrate development of self-awareness in the context of managing their career effectively.	KCPT
003	Critically evaluate different career paths and support insights with literature.	KCPT
004	Reflect on their personal and professional development and identify a sustainable future career path.	KCPT
001	Apply knowledge, skills, attitudes and behaviours acquired throughout the module to identify a career path that is resourceful and sustainable.	KCPT

Attributes Developed

C - Cognitive/analytical

K - Subject knowledge

T - Transferable skills

P - Professional/Practical skills

Methods of Teaching / Learning

The learning and teaching strategy is designed to prepare students for their imminent transition into the workplace post-graduation. Throughout the modules students are asked to keep a journal. The journal feeds into their individual coursework.

The workshops explore the tools and mechanisms required to manage a career successfully. Workshops might welcome guest speakers to share their experiences and career journeys. Workshops are designed to encourage creation and sharing of knowledge and experiences and prepare elements for the poster featuring career paths. Small group activities support exploration of topics and practical tools to manage challenges throughout career(s).

Seminars discuss research in relation to the topics, evaluate theoretical and practical contributions to managing career(s).

Indicated Lecture Hours (which may also include seminars, tutorials, workshops and other contact time) are approximate and may include in-class tests where one or more of these are an assessment on the module. In-class tests are scheduled/organised separately to taught content and will be published on to student personal timetables, where they apply to taken modules, as soon as they are finalised by central administration. This will usually be after the initial publication of the teaching timetable for the relevant semester.

Reading list

<https://readinglists.surrey.ac.uk>

Upon accessing the reading list, please search for the module using the module code: **MAN3221**

Other information

This module focuses strongly on resourcefulness, resilience, employability and sustainability in the context of career management.

Resilience and Resourcefulness and the impact of the digital world on career(s) and wellbeing are key concepts underpinning teaching and learning of the module.

Students opting for this module are expected to actively engage in self-exploration, discovery and development.

Programmes this module appears in

Programme	Semester	Classification	Qualifying conditions
Accounting and Finance (Dual degree with SIU-DUFE) BSc (Hons)	1	Optional	A weighted aggregate mark of 40% is required to pass the module
Accounting and Finance BSc (Hons)	1	Optional	A weighted aggregate mark of 40% is required to pass the module
Business Management (Marketing) BSc (Hons)	1	Optional	A weighted aggregate mark of 40% is required to pass the module

Please note that the information detailed within this record is accurate at the time of publishing and may be subject to change. This record contains information for the most up to date version of the programme / module for the 2024/5 academic year.