

MGMT30015 Managing Work and Your Career

Credit Points:	12.5
Level:	3 (Undergraduate)
Dates & Locations:	2015, Parkville This subject commences in the following study period/s: Semester 1, Parkville - Taught on campus.
Time Commitment:	Contact Hours: One 2-hour lecture per week and one 1-hour workshop each week, commencing in week 2 Total Time Commitment: 3 hours per week plus a minimum of 6 hours per week in self-directed study.
Prerequisites:	None
Corequisites:	None
Recommended Background Knowledge:	Please note that this is a third-year level subject. Student must have completed at least 175 points of study to take this this subject.
Non Allowed Subjects:	None
Core Participation Requirements:	For the purposes of considering requests for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Students Experiencing Academic Disadvantage Policy, academic requirements for this subject are articulated in the Subject Description, Subject Objectives, Generic Skills and Assessment Requirements for this entry. The University is dedicated to provide support to those with special requirements. Further details on the disability support scheme can be found at the Disability Liaison Unit website: http://www.services.unimelb.edu.au/disability/
Coordinator:	Prof Leisa Sargent
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Subject Overview:	This subject enhances students' understanding of what it means to work in an organisation and how to develop their own careers. It is suitable for all undergraduates wanting to succeed at work. Based on theories of career and organisational studies, the subject is designed to offer practical insights for getting into an organisation, focusing on the graduate employment process, getting along with others at work including self-management, politics, influence and ethics, and getting ahead by investing in human and social capital. The subject will also address contemporary careers issues such as the role of social media, gender, work-life management, issues of employability and what is career success. Through the use of reflection, experiential activities and case studies the workshops will examine how these theories can be applied at the individual level.
Learning Outcomes:	On completion of this subject, students should be able to: <ul style="list-style-type: none"> # Gain research-based, practical knowledge on how to gain employment and develop careers in an organisation # Describe and explain current academic theories and research on careers and organisational studies # Apply major theories and models to individual problems, as presented in case studies # Plan your own career, and develop skills in career analysis, planning, and action
Assessment:	One 2-hour end-of-semester exam (50%) Case Analysis team assignment of 3000 words due in Week 10 (30%) Career assessments due in week 12 (20%)
Prescribed Texts:	You will be advised of prescribed texts by your lecturer.

Breadth Options:	<p>This subject potentially can be taken as a breadth subject component for the following courses:</p> <ul style="list-style-type: none"> # Bachelor of Arts (https://handbook.unimelb.edu.au/view/2015/B-ARTS) # Bachelor of Biomedicine (https://handbook.unimelb.edu.au/view/2015/B-BMED) # Bachelor of Environments (https://handbook.unimelb.edu.au/view/2015/B-ENVS) # Bachelor of Music (https://handbook.unimelb.edu.au/view/2015/B-MUS) # Bachelor of Science (https://handbook.unimelb.edu.au/view/2015/B-SCI) # Bachelor of Engineering (https://handbook.unimelb.edu.au/view/2015/B-ENG) <p>You should visit learn more about breadth subjects (http://breadth.unimelb.edu.au/breadth/info/index.html) and read the breadth requirements for your degree, and should discuss your choice with your student adviser, before deciding on your subjects.</p>
Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees
Generic Skills:	<ul style="list-style-type: none"> # High level of development: written communication; application of theory to practice; interpretation and analysis; accessing data and other information from a range of sources. # Moderate level of development: oral communication; problem solving; thinking; synthesis of data and other information; evaluation of data and other information; receptiveness to alternative ideas. # Some level of development: collaborative learning; team work; statistical reasoning; use of computer software.
Related Course(s):	Graduate Diploma in Management Studies