

HP 8002 – WORKING IN THE 21st CENTURY 2016-2017 SEMESTER 1

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[PLEASE SEND ALL COMMUNICATIONS TO kkant@ntu.edu.sg]

Time & Venue: Wednesdays – LT24 -1.30 to 4.30 p.m.

Course Description

Working in the 21st Century is characterized by competition on a global scale, disruptive technologies and competitively priced 'talent' where jobs are becoming increasingly knowledge-intensive and technology-driven, and where constant change is the norm rather than the exception. There is also an increase in demand for soft and newer skills to meet increasing empathy for the demand of clients and customers. Due to economic competition between countries and increasing shift in wealth from western to eastern nations, it has resulted in further newer challenges in the world of work, including increasing difficulty in securing preferred or ideal employment. Furthermore, the relationship between employers and employee is continuously being transformed as the profile and characteristics of demographics change. Added to this is growth of an ageing population globally and the drive to create an ageless workplace with no retirement.

As a broadening module for personal growth and career development, this course aims to provide students with an understanding of the changing world of work and the many issues related to it, career development theories and their application to career planning, work values and job satisfaction, work behaviours (working in teams, demonstrating leadership and motivation) and occupational health issues including managing stress, emotional and social intelligence at the workplace and the contemporary concept of life career planning. The course also addresses issues and skills needed in job hunting.

The course generally takes a psychological, sociological and behavioural approach in addressing the topics covered in the course. The assignment and examination questions focus on analytical and critical thinking in relation to the undergraduate's future career. **Students will benefit from engaging actively in reflection and reflective thinking especially in writing the assignment and preparing for the exam. Students are required to have some idea of the career they intend to pursue on graduation. This has to be crystallised and developed as the course progresses.**

Students, especially those about to graduate, who have not attended any career-related programme, will find the course useful and helpful as they enter the world of work. Those in the earlier years of their university course will also learn or discover their inadequacies to cope when they graduate. This will help them to seek appropriate career guidance or assistance during their university years.

Course Objectives

Upon completion of the module, students will

1. learn about the various theories on career development & their application to career planning;
2. examine the new paradigm of career development in the 21st Century;
3. develop insights into their own vocational personality through guided self-assessment;
4. apply theories of vocational psychology in vocational assessment;
5. learn about and prepare for the changing workplace;
6. understand and apply the concept of life career planning;
7. develop a personal career portfolio to facilitate their own career planning and job hunting.

Course Outline – Academic Year 2015-2016 - Semester 2

Part 1: Understanding & Applying Theories of Career development

Lect.	Dates	Topic	Resource
1	Wed., 10 th Aug.	Overview of Course Description of Assignment Students are strongly urged to read in detail the assignment document. Failure to do may be detrimental to your grade.	Course Outline Assignment Details
2	Wed., 17 th Aug.	Introduction to Careers The Changing World of Work	KK – Chaps 1 & 2
3	Wed., 24 th Aug.	Career Theories Students are encouraged to complete the Exercise on Self-Awareness to better understand themselves and their self-concept [see Chap 12].	KK – Chap 3
4	Wed., 1 st Aug.	Career Theories Students are encouraged to complete the Exercise on Self-Awareness to better understand themselves and their self-concept [see Chap 12].	KK – Chap 3

Part 2: Understanding & Applying the Psychology of Work

Lect.	Dates	Topic	Resource
5	Wed., 7 th Sep.	Driving Motivation	KK – Chap 4
6	Wed., 14 th Sep.	Demonstrating Leadership & Working in Teams	KK – Chap 5 & 6
7	Wed., 21 th Sep.	NO LECTURE Available for consultation and clarification about assignment and past exam papers. Students may choose not to attend session; students are also welcome to attend to just listen in on consultations and clarifications about assignment and past exam papers.	
24th Sep. to 2th Oct. → RECESS WEEK – No lectures.			
8	Wed., 5 th Oct.	Understanding Intelligence.	KK – Chap 7
9	Wed., 12 th Oct. PLEASE REMEMBER TO HAND IN SOFT & HARD COPY OF YOUR ASSIGNMENT BY TODAY.	Managing Stress PLEASE DO NOT COME IN DURING THE LECTURE TO HAND IN YOUR ASSIGNMENT AS IT IS DISRUPTIVE. THANK YOU FOR YOUR COOPERATION & UNDERSTANDING.	KK – Chap 8

Part 3: Positioning Yourself for Success

Lect.	Dates	Topic	Resource
10	Wed., 19 th Oct.	Succeeding at Work	KK – Chap 10.
11	Wed., 26 th Oct.	Job Hunting	KK – Chap 9, 11 & 12.
12	Wed., 2 nd Nov.	A New World of Work	KK – Chap 13 & 14.
13	Wed., 9 th Nov.	Working in the 21 st Century and address issues regarding exam including focus areas of revision for exam. This session will start at 1.40 pm and end by 2.30 pm. Thereafter, there will be consultation up to 4.30 pm. Please see IMPORTANT ADVISORY – below.	
	VERY IMPORTANT ADVISORY	Students are requested to stay back after the respective lecture, if they have any enquiries or doubts, to clarify any doubts about the course contents in preparation for the exam. Responses to enquiries by emails are <u>not doable</u> as enquiries often need face-to-face discussion and sometimes lengthy explanations especially if students have missed a lecture or several lectures. Email responses have in the past have been misinterpreted by students. Student should therefore resolve all issues including clarifications on past exam papers at final session on 9th Nov. 16.	

PRESCRIBED TEXT FOR COURSE: Kamal Kant (2014): *Work and Careers in the 21st Century*. Third Edition Singapore: McGraw-Hill [Referred to as KK in Course Outline]. Copies can be bought from bookshop on the Campus.

RECOMMENDED READINGS: There are several articles which are prescribed for reading. These will be mentioned during the lectures and are listed in Power Points for the respective lectures. **Exam questions may be set based on the contents of these articles.** These articles can be downloaded from NTU Library website by searching under e-Journals under respective volume & issue number under the journal title.

Students will also find 'ONE SEARCH' on NTU Library's website useful by using key words in searching for books and articles. This is especially helpful in your research for the essay assignment.

Mode of Assessment

Part A: Assignment (40%)	<p>This is separately described in the assignment document. Students are strongly urged to read the assignment document carefully to ensure it is correctly done and in compliance with the requirements. The Assignment is an Academic Essay of 4,000 words based on three interviews and supported by appropriate theories and other contents from the course including lecture PowerPoints, reading of prescribed articles and text and other independent research.</p> <p>THIS IS A PAIRED ASSIGNMENT to be done as a two person team. Students are personally responsible for finding their respective partner. Time will be given during Lectures 1 to 4 to find a partner. You are strongly urged to ensure your partner is a responsible individual and fully committed to work cooperatively and collaboratively with you with the best possible outcome for the assignment. SOLO SUBMISSIONS WILL GET ZERO MARKS.</p>
DUE DATE	<p>Submission Date for Assignment: Wednesday, 12th October 2016. Late submissions will not accepted and students who fail to submit by the due date will get ZERO MARKS.</p>
PLEASE TAKE NOTE	<p><u>The marked assignments will not be returned. Individual grades or marks will not be given for the assignment. You will receive an overall grade for the entire course. PLEASE DO NOT SEND EMAIL ENQUIRING ABOUT YOUR GRADES OR FEEDBACK.</u></p>
Part B: Written	<p>The written examination will consist of answering 4 essay type questions from a choice of 6 questions. Each</p>

<p>Examination (60%)</p>	<p>question will come in 2 parts viz. (a) & (b). You must answer both parts of the questions.</p> <p>Exam questions will be based on the contents of the prescribed readings and texts, and lectures. Preparing for the exam purely based on the PowerPoints may not ensure you get a good outcome. <u>Depending on PowerPoints and not reading the textbook can seriously disadvantage you in the quality of your assignment and answers given to examination questions.</u> Students are required to address questions pertaining to their careers, too, drawing on the readings and lectures as a basis to justify issues regarding their respective careers.</p> <p>Due to the time limitation of 2 hours for the exam, good, effective and concise writing skills are essential.</p> <p>Recent past examination papers for HP8002 are posted on the Library's website for past exam papers as a guide for style and type of questions you can expect. [See under HSS → Psychology → Year 1.] <u>You are strongly encouraged to view them early, preferably at mid-term break to understand the scope and 'style' of question, so you are aware of the types of questions to expect in the examination paper.</u></p> <p>It is a closed book examination.</p>
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All email communication to me can be sent to the following email address: kkant@ntu.edu.sg

VERY IMPORTANT REMINDER NOTE TO ALL STUDENTS

If you need any clarifications regarding the contents of lectures, readings or the assignment, please do see me during the break or after the lecture. Most lectures will end by 4 pm [or earlier] to enable students to seek clarifications as there are no tutorials for the course. Responses to enquiries by emails are **not doable** as enquiries often need face-to-face discussion and sometimes lengthy explanations especially if students have missed a lecture or several lectures.

Responses by email have in the past have been misinterpreted by students resulting in incorrect or poorly crafted answer. Student should therefore resolve all issues including

**clarifications on past exam papers by the final session on 9th
Nov. 16.**