ORIGINAL COURSE IMPLEMENTATION DATE:	January 2017
REVISED COURSE IMPLEMENTATION DATE:	January 2021
COURSE TO BE REVIEWED (six years after UEC approval)**:**	September 2022

Course outline form version: 05/18/2018

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: PORT 399	**Number of Credits:** 3 Course credit policy (105)

Course Full Title: Portfolio II Career Development: Designing Career Mobility
Course Short Title: Designing Career Mobility
(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)

Faculty: College of Arts	**Department (or program):** Integrated and General Studies Program Committee

Calendar Description:

Drawing on skills learned throughout their degree, students will research and learn strategies needed for a successful transition from university into work, graduate studies, or post-university life; or for increasing their career mobility. Students will engage in critical discussions and produce assignments related to professional practices, participation in a learning economy, the future of work, and their exploration of career mobility throughout a lifespan as a way to design their work/life career pathways.

Prerequisites (or NONE):	75 university-level credits including one of PORT 398, ARTS 101, ARTS 299, or ADED 472.
Corequisites (if applicable, or NONE):	
Pre/corequisites (if applicable, or NONE):	

Antirequisite Courses *(Cannot be taken for additional credit.)*
Former course code/number:
Cross-listed with:
Dual-listed with:
Equivalent course(s):
(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)

Typical Structure of Instructional Hours

Lecture/seminar hours	6
Tutorials/workshops	18
Supervised laboratory hours	
Experiential (field experience, practicum, internship, etc.)	
Supervised online activities	21
Other contact hours:	
Total hours	**45**

Labs to be scheduled independent of lecture hours: ☒ No ☐ Yes

Special Topics *(Double-click on boxes to select.)*
This course is offered with different topics:
☒ No ☐ Yes *(If yes, topic will be recorded when offered.)*

Independent Study
If offered as an Independent Study course, this course may be repeated for further credit: *(If yes, topic will be recorded.)*
☒ No ☐ Yes, repeat(s) ☐ Yes, no limit

Transfer Credit
Transfer credit already exists: *(See **bctransferguide.ca**.)*
☒ No ☐ Yes
Submit outline for (re)articulation:
☒ No ☐ Yes *(If yes, fill in transfer credit form.)*

Grading System
☒ Letter Grades ☐ Credit/No Credit

Maximum enrolment (for information only): 36

Expected Frequency of Course Offerings:
(Every semester, Fall only, annually, etc.) Annually

Department / Program Head or Director: Michelle Rhodes	**Date approved:**	December 4, 2019
Faculty Council approval	**Date approved:**	December 2019
Dean/Associate VP:	**Date approved:**	December 2019
Campus-Wide Consultation (CWC)	**Date of posting:**	January 24, 2020
Undergraduate Education Committee (UEC) approval	**Date of meeting:**	January 31, 2020

Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Demonstrate self-reflective and self-evaluation career development practices.
2. Evaluate labour market research and career development resources to produce a personalized career development resource kit.
3. Articulate strategies, including Indigenous ways of knowing, needed to remain adaptable in changing work environments over the life span.
4. Analyze ethical considerations using a variety of workplace situations taking into account technological changes, equity, diversity, and inclusion.
5. Develop or expand a career mobility support network plan (i.e, professional organizations, LinkedIn, colleagues, career influencers, personal networks).
6. Evaluate through a critical reflective practice personal transferable skills, self-agency and self-leadership in context to work creation.
7. Demonstrate oral, written and interpersonal communication skills used in a professional context.
8. Produce an "outward" facing digital application for sharing career or graduate school applications materials, and/or preparing materials for promotion within professional organizations (i.e., resume, e-portfolio, CV, letters of intent, examples of professional work, skills and talents etc.).
9. Create a personal, professional, and wellness strategic plan for designing and supporting post-university transitions and ongoing career security.

Prior Learning Assessment and Recognition (PLAR)

☐ Yes ☒ No, PLAR cannot be awarded for this course because it requires reflection on past academic performance

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*

Workshops, seminar discussion, and experiential learning projects.

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials *(If more space is required, download Supplemental Texts and Resource Materials form.)*

	Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1.					
2.					
3.			☐		

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

Internet access OER Texts and additional online "free-to-access" materials

Typical Evaluation Methods and Weighting

Final exam:	%	Assignments:	50%	Field experience:	0%	Portfolio:	25%
Midterm exam:	%	Project:	20%	Professionalism:	5%	Total:	100%

Details (if necessary):

Career development research assignment	20%
Personalized career resource kit project	10%
Network and plan project (i.e., professional organization social media or LinkedIn profile)	10%
Online reading response and learning activities assignments	20%
Draft of professional outward facing digital application assignment	10%
Presentation of oral and text/visual based digital application/e-portfolio and career security strategy	25%
Professionalism	5%

Typical Course Content and Topics

Module 1: The world of work in the age of disruption. Self-agency, self-leadership in work creation and innovation. Labour market trends, resources available and the critical eye. Exploring the differences between jobs, occupations and careers. Understanding the career development process, as well as talent management.

Module 2: Equity, diversity, and inclusion. Contributing to indigenizing the workplace as part of the reconciliation journey. Engagement with the UN's 17 Sustainable Development Goals in context to personal and career interests.

Module 3: Career development across the life span. Personal identity and work/life career readiness goal setting. Exploring what being educated means in context to the economy, social change, personal wellness and leadership.

Module 4: Professional career practices, preparing job search and/or job promotion documents and practices (i.e., job search resume, CV, e-portfolios, cover letters, introductions, interview skills, pre-and post- job application practices etc).

Module 5: Preparing to present and share individual career security plans and digital applications. Demonstrating confidence to new audiences. Engaging in self and peer feedback loops. Celebrating the professional self.