



CAREER MANAGEMENT

Basic data of the subject	
Academic Unit:	Faculty of Life and Environmental Sciences
Course title:	Career Management
Study program:	Agribusiness
Level:	Bachelor
Course status:	Elective (E)
Study year:	3 year / 2 semester
Number of hours per week:	2 + 2
Credit value – ECTS:	6 ECTS
Time / location:	To be announced
Lecturer:	Prof. Asoc. Dr. Gentjan Mehmeti
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Course description:	<p>This course is designed to help and serve students through important theoretical treatments in the field of Career Management. Throughout this module, students will research information on a large number of problems related to:</p> <p style="margin-left: 20px;">I. Career Planning. The definition of Career planning; self-assessment to highlight strengths and weaknesses. Career exploration to better understand the job market in management, finance and technical fields.</p> <p style="margin-left: 20px;">II. Development of the work file Preparation of Curriculum Vitae (CV) (resume). Preparation techniques. Uses of CVs, types of CVs, content of CVs. CV form. Letter of motivation, preparation, purpose, content, techniques. Job search techniques. Strategies for setting up and using the Network. Preparation for the interview process</p> <p style="margin-left: 20px;">III. Career management Continuing education: Decision-making-costs-acceptance, labor market orientation, career planning analysis, factors influencing changes, career reconceptualization, job review, performance evaluation.</p>
Course objectives:	<p>The purpose of this course is to teach students to identify and recognize important elements and factors, such as :</p> <ul style="list-style-type: none"> • Recognizing the importance of the labor market. • Developing a systematic approach to the direction that students should take in the labor market. • Planning of activities in order to facilitate the adaptation of students in the labor market. • Managing the self-assessment process to better understand the importance of the decision-making process in finding work. • Development of the work file for the job search and the implementation of the strategy in order to achieve the objectives and goals. • Understanding the role of managing the interview as a “Before-During-After” process. • Being oriented with the idea that the student's personal file should be updated continuously.
Learning outcomes:	<p>Upon successful completion of this course, students will be able to acquire the following competencies:</p> <p style="margin-left: 20px;">1. Instrumental Competence</p> <p>During the study, students will be able to analyze information through</p>



	<p>their capacities. Awareness to build a portfolio of work to:</p> <ul style="list-style-type: none"> • Understanding the labor market • Link their professional skills with those of business. • Continuous improvement of professional capacities <p>2. Systemic Competence</p> <p>Students should self-assess to use their capacities in the right way with those of workplaces. They are qualified to manage the interview process and to be in contact with businesses and to be skilled in career counseling.</p> <p>3. Communication competence</p> <p>Students must adapt their communication to businesses that have a very broad focus of action and exercise their capacities in verbal and non-verbal communication.</p>		
Contribution on student load (must correspond with learning outcomes)			
Activity	Hours	Days/week	Total
Lectures	2	15	30
Exercise theoretical/laboratory	2	15	30
Practice work	3	3	9
Contact with lecturer/consultations	0.5	12	6
Mid-terms, seminars	3	1	3
Homework	0.5	14	7
Individual time spent studying (at the library or home)	1	15	15
Final preparation for the exam	2	15	30
Time spent in evaluation (tests, quiz, final exam)			
Projects, presentations, etc.	5	4	20
Total			150 orë (6 ECTS)
Teaching methods:	Lectures, exercises, discussions, consultations, course projects, homework, midterm exam (colloquium), exams		
Evaluation methods:	<ul style="list-style-type: none"> ▪ Regular and active attendance: 10%, ▪ Midterm exam (colloquium): 20%, ▪ Course project: 10%, ▪ Final exam: 60%. 		
Literature			
Basic Literature:	1. Mehmeti. G., <i>Career Management</i> , Scripts.		
Additional Literature:	1. Randall Powell (2004). <i>Career planning Strategies: Hire Me!</i> , 5th		



	<p>edition. Kendall/Hunt Publishing Company.</p> <p>2. Jeffrey H.Greenhaus, Gerard A.Callanan, Veronica M.Godshalh (2018). <i>Career Management</i>, 5th edition, Routledge.</p> <p>3. Richard J. Leider, Alan M. Webben (2013). <i>Life Reimagined Discovering Your New Life Possibilites</i>. Berrett-Koehler Publishers.</p>
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Designed study plan:		
Week	Lectures	Exercises
<i>First week:</i>	<p>Career Planning Career planning, What is career planning, Integrated concepts, Theories of career planning, Web-based assessment tests Mehmeti. G., Scripts, Chapter 1</p>	Discussion and distribution of the project topics.
<i>Second week:</i>	<p>Self-evaluation: method - Personal Qualities and Projects Self Assessment, Self Assessment techniques, Types of Tests, Identify your V.I.P.S, Skills, Values, Interests, Personal Qualities, Projects Self Assessment, Self Assessment techniques, Types of Tests, Identify your V.I.P.S, Skills, Values, Interests, Personal Qualities, Projects career assessments Mehmeti. G., Scripts, Chapter 2</p>	Assignments, quizzes and case studies related to the topic of the first week lecture.
<i>Third week:</i>	<p>Career exploration - working in private and public enterprises Exploring the world of work, Labor market realities, salary issues, - Public and private sector. Management concepts Mehmeti. G., Scripts, Chapter 3</p>	Assignments, quizzes and case studies related to the topic of the second week lecture.
<i>Fourth week:</i>	<p>Career exploration - working in private and public enterprises Exploring the world of work, Labor market realities, salary issues, - Public and private sector. Management concepts Mehmeti. G., Scripts, Chapter 4</p>	Assignments, quizzes and case studies related to the topic of the third week lecture.
<i>Fifth week:</i>	<p>Career decision making process Career Planning, Exploration, Project Exploration, Continuing Studies, Industry and Employer Analysis Mehmeti. G., Scripts, Chapter 5</p>	Assignments, quizzes and case studies related to the topic of the forth week lecture.
<i>Sixth week:</i>	<p>Development of the work file - Preparation of CV Preparation of CV, Purpose - strategy -</p>	Assignments, quizzes and case studies related to the topic of the fifth week lecture.



	Construction - Use of CVs, format Types of CVs, CV through the Web, image creation Mehmeti. G., Scripts, Chapter 6	
<i>Seventh week:</i>	Development of the Work File - Content of CVs Identification, career objective, education, other activities, work experiences, professional activities, references, types of CVs. Mehmeti. G., Scripts, Chapter 6	Assignments, quizzes and case studies related to the topic of the sixth week lecture.
<i>Eighth week:</i>	Development of the Work File - Content of CVs Identification, career objective, education, other activities, work experiences, professional activities, references, types of CVs. Mehmeti. G., Scripts, Chapter 7	Assignments, quizzes and case studies related to the topic of the seventh week lecture.
<i>Ninth week:</i>	Development of the Work File - Letter of motivation Analysis of different types of motivation letters Mehmeti. G., Scripts, Chapter 7	Assignments, quizzes and case studies related to the topic of the eighth week lecture.
<i>Tenth week:</i>	Job search strategies Techniques, market evaluation, Mapping strategies to maintain recognition networks. Mehmeti. G., Scripts, Chapter 8	Assignments, quizzes and case studies related to the topic of the ninth week lecture.
<i>Eleventh week:</i>	Preparation for the interview Preparation for the interview, before- during and after the interview, preparation for interviews under stress, interview techniques. Mehmeti. G., Scripts, Chapter 9	Assignments, quizzes and case studies related to the topic of the tenth week lecture.
<i>Twelfth week:</i>	Managing Your Interview Job interviews, interview self-control techniques, assessment and addressing of various issues. Mehmeti. G., Scripts, Chapter 9	Assignments, quizzes and case studies related to the topic of the eleventh week lecture.
<i>Thirteenth week:</i>	Interview practice Interview projects, preparation, presentation, questions and answers. Mehmeti. G., Scripts, Chapter 9	Assignments, quizzes and case studies related to the topic of the twelfth week lecture.
<i>Fourteenth week:</i>	Communication with potential employers. Professional communication, Second stage interviews. Mehmeti. G., Scripts, Chapter 9	Assignments, quizzes and case studies related to the topic of the thirtieth week lecture.
<i>Fifteenth week:</i>	Presentation of the course projects.	Presentation of the course projects.



Academic policies and rules of conduct:

- Students should be aware of and respect the institution and Code of ethics.
- Students should respect the schedule of lectures, and exercises and be attentive.
- It is mandatory to possess and presents a student ID card in the mid-terms and exam,
- During the compilation of course projects, students must adhere to the instructions given by the professor.
- During the exam is forbidden the use of mobile phones.