

## PERSONAL AND CAREER DEVELOPMENT

<b>Course code</b>	<i>HUM164</i>
<b>Compulsory in the programmes</b>	-
<b>Level of studies</b>	<i>Undergraduate</i>
<b>Number of credits</b>	<i>6 ECTS (48 in-class hours + 6 consultation hours + 2 exam hours, 104 individual work hours)</i>
<b>Course coordinator (title and name)</b>	<i>Dr. Eigirdas Žemaitis, Laurynas Puidokas, Justina Stukaitė</i>
<b>Prerequisites</b>	-
<b>Language of instruction</b>	<i>English</i>

### THE AIM OF THE COURSE:

To reach excellence as a student and as a (future) leader, it is not only necessary to develop hard skills, but also to master soft skills through which we can develop and improve ourselves, and our relationships with others. This course aims to provide students with the necessary theoretical knowhow and practical tools that should enable them to both understand and apply pathways to their desired career. At the end of this course students are expected to have become acquainted with and have mastered/applied a range of soft skills that are quintessential for personal development and that are valued by, and sought after by employers.

The course will consist of four “blocks”, each inlined with one of four main career competences.

- The goal of **lectures 1 until 6** is to give students an overview of major psychological theories and findings about self-awareness. During each of the seminars corresponding to the lectures, students will have the opportunity to apply the theory, using different exercise formats (e.g., self-tests, movies), enabling them to get insight into the real-world value and personal relevance of the theories.
- The goal of **lectures 7 until 8** is to give provide students with knowledge about the labour market and forms of work altogether with real perspective from potential employees. This block will allow students to understand the labour market more structured and enables them to make more conscious decisions about their future career.
- The goal of **lecture 9 and individual meeting** is to help students prepare an actual personal development plan that would benefit them in terms of more conscious career pathway. In order to provide students with more personalized approach 2 academical hours of their work will be organized in individual meeting form.
- The goal of **lectures 10 until 12** is to teach and give students insight into a number of practical skills, aimed at bolstering their creative potential, and strengthening their self-branding and self-presentation skills. In the seminar part, students will implement those skills based on the contents provided in the lectures.

### MAPPING OF COURSE LEVEL LEARNING OUTCOMES (OBJECTIVES) WITH DEGREE LEVEL LEARNING OBJECTIVES (See Annex), ASSESMENT AND TEACHING METHODS

Course level learning outcomes (objectives)	Degree level learning objectives (Number of LO)	Assessment methods	Teaching methods
CLO1 Students will be able to explain theories and findings from psychology research and psychological concepts into personal and career development	BLO1.1, BLO4.1, BLO4.3	Final exam, seminar	Lectures, in-class discussions,

			individual study, exercises
CLO2 Students will be able to formulate credible and meaningful real-life applications of the major psychology theories and findings covered in the course.	BLO1.1, BLO4.1, BLO4.3	Final exam, assignments, seminar	Lectures, in-class discussions, exercises, individual study, exercises
CLO3 To be able to apply critical, constructive, creative thinking to identify and solve problems	BLO1.1, BLO4.1, BLO4.2, BLO4.3	Final exam, seminar	Lectures, in-class discussions, exercises, individual study, exercises
CLO4 Students will be acquainted with a host of practical skills, aimed at bolstering their creative, self-presentation and self-branding skills.	BLO1.1, BLO4.1, BLO4.2, BLO4.3	Assignments, seminar	Lectures, in-class discussions, exercises
CLO5 Students will be able to apply the practical skills on creativity, self-presentation in career planning	BLO1.1, BLO4.1, BLO4.2, BLO4.3	Assignments, seminar	Lectures, in-class discussions, exercises

### ACADEMIC HONESTY AND INTEGRITY

The ISM University of Management and Economics Code of Ethics, including cheating and plagiarism are fully applicable and will be strictly enforced in the course. Academic dishonesty, and cheating can and will lead to a report to the ISM Committee of Ethics. With regard to remote learning, ISM remind students that they are expected to adhere and maintain the same academic honesty and integrity that they would in a classroom setting.

### COURSE OUTLINE

Lecture	Topic	Readings	In-class hours
<b>Block 1: Self awareness</b>			
Session 1	Introduction to the course + New thinking paradigm (dr. Eigirdas Žemaitis)		4
Session 2	Living a good life (Laurynas Puidokas)	Chapter 2 (SocPsc)	4
Session 3	Self and Personality (Laurynas Puidokas & Justina Stukaitė)	Chapter 4 (SocPsc) Chapter 5 (SocPsc)	4
Session 4	Emotions and values (Justina Stukaitė)	Chapter 2 (CarAdv)	4
Session 5	Critical Thinking and bounded rationality (Laurynas Puidokas & Justina Stukaitė)	Chapter 7 (SocPsc) Chapter 8 (SocPsc)	4

Session 6	Creativity and Creative thinking (dr. Eigirdas Žemaitis)	Csikszentmihalyi, Mihaly. (2013), DeBono selected chapters	4
<b>Block 2: Career opportunities</b>			
Session 7	Labour market and forms of work (Laurynas Puidokas & Guest lecturer, TBA)	Chapter 4 (CarAdv)	4
Session 8	Study visit to company and career opportunities there (Justina Stukaitė & Laurynas Puidokas)	N / A	2
<b>Block 3: Career planning</b>			
Session 9	Career planning: Goals and actions (Laurynas Puidokas)	Chapter 6 (CarAdv)	4
Individual meeting	Individual career planning session (Justina Stukaitė)	N / A	2
<b>Block 4: Career implementation</b>			
Session 10	CV writing and getting ready for an interview (Justina Stukaitė)	Chapter 7 (CarAdv) Chapter 8 (CarAdv)	4
Session 11	Self-Branding (dr. Eigirdas Žemaitis + Guest Lecturer, TBA)		4
Session 12	Self-Presentation (dr. Eigirdas Žemaitis)		4
			<b>Total: 48 hours</b>
	CONSULTATIONS		6

**Note:** Due to the dynamic nature of the content of the course, additional/different materials can be assigned during the course. Presentations will be made available for download after each lecture block. The slides are the intellectual property of the teacher and students may not distribute or duplicate these without written consent from the teacher.

#### FINAL GRADE COMPOSITION

Type of assignment	%
Practical assignment #1	20%
Practical assignment #2	20%
Practical assignment #3	20%
Final exam	40%
<b>Total:</b>	<b>100</b>

#### DESCRIPTION AND GRADING CRITERIA OF EACH ASSIGNMENT

The **final exam** (90 minutes) will count for **40%** of the final grade. The exam will be open book, and will consist of a combination of multiple-choice questions and open questions asking students to apply the course contents. The final exam will cover all the contents from this course. The PowerPoint presentations of all lectures will be made available to students after each lecture.

**Practical assignments (60% of final grade).** As part of the course, students will have to make three graded practical assignments (all of them counting for 20% of the final grade each). One assignment will consist of creative problem solving, another one will be related to topics from Block 3 and 4 and last assignment will requires creating a (digital) story involving self-branding and self-presentation. A detailed outline of the particular content and format of all assignments will be communicated during the course. There is no opportunity to retake the assignments upon a failing grade.

### RETAKE POLICY

If the student fails the course (final grade from all parts remains below 5.0 calculated according to ISM's rules), (s)he is granted the right to retake the final exam during the retake week. The retake exam will cover content from all course, and will have the same format as the final exam (i.e., open book, consisting of a mix of multiple choice and open questions). The grade for the retake exam will consist of 40% of the final grade, and will replace the grade of the final exam.

**Note:** The course structure requires student to do the assignments because the weight of the final exam is not sufficient for a student to pass the course without the assignment even with the perfect grade from the final exam (10.0).

### REQUIRED LITERATURE

1. (SocPsi): *Social Psychology* (Aronson, Wilson, Akert & Sommers, 2018, 10<sup>th</sup> edition)
2. (CarAdv): *The Career Adventure: Your Guide to Personal Assessment, Career Exploration, and Decision Making* (Johnston, 2014, 5<sup>th</sup> edition)

### ADDITIONAL LITERATURE

In English:

1. *The Psychology of Decision Making* (Beach & Connolly, 2005)
2. *Taking Charge of Your Career Direction: Career Planning Guide* (Lock, 2005)
3. *Theories of Career Development* (Osipow & Fitzgerald, 1996)
4. Csikszentmihalyi, Mihaly. (2013). *Creativity : flow and the psychology of discovery and invention*. New York :HarperCollinsPublishers
5. De Bono, E. (1970). *Lateral thinking: Creativity step by step*. New York: Harper & Row. Chicago Style Citation. De Bono, Edward

In Lithuanian:

6. *Bendravimo psichologija: vadovėlis* (Almonaitienė, Antinienė, Ausmanienė, Lekavičienė, Matulienė, Ruibytė, Vasiliauskienė, 2007)
7. *Koks tavo karjeros tipas?.*(Dunning, 2011)
8. *Psihologija šiandien: vadovėlis* (Lekavičienė, Vasiliauskaitė, Matulienė, Antinienė, Almonaitienė, Jakštys, Ausmanienė, 2007)
9. *Karjeros kūrimas: vadovėlis* (Stanišauskienė, 2016)
10. *Bendravimo psichologija* (Želvys, 2007)

**ANNEX**

**DEGREE LEVEL LEARNING OBJECTIVES**

**Learning objectives for the Bachelor of Business Management**

*Programmes:*

*International Business and Communication,  
Business Management and Marketing, Finance,  
Industrial Technology Management*

<b>Learning Goals</b>	<b>Learning Objectives</b>
Students will be critical thinkers	BLO1.1. Students will be able to understand core concepts and methods in the business disciplines
	BLO1.2. Students will be able to conduct a contextual analysis to identify a problem associated with their discipline, to generate managerial options and propose viable solutions
Students will be socially responsible in their related discipline	BLO2.1. Students will be knowledgeable about ethics and social responsibility
Students will be technology agile	BLO3.1. Students will demonstrate proficiency in common business software packages
	BLO3.2. Students will be able to make decisions using appropriate IT tools
Students will be effective communicators	BLO4.1. Students will be able to communicate reasonably in different settings according to target audience tasks and situations
	BLO4.2. Students will be able to convey their ideas effectively through an oral presentation
	BLO4.3. Students will be able to convey their ideas effectively in a written paper

**Learning objectives for the Bachelor of Social Science**

*Programmes:*

*Economics and Data Analytics,  
Economics and Politics*

<b>Learning Goals</b>	<b>Learning Objectives</b>
Students will be critical thinkers	ELO1.1. Students will be able to understand core concepts and methods in the key economics disciplines
	ELO1.2. Students will be able to identify underlying assumptions and logical consistency of causal statements
Students will have skills to employ economic thought for the common good	ELO2.1. Students will have a keen sense of ethical criteria for practical problem-solving
Students will be technology agile	ELO3.1. Students will demonstrate proficiency in common business software packages
	ELO3.2. Students will be able to make decisions using appropriate IT tools
Students will be effective communicators	ELO4.1. Students will be able to communicate reasonably in different settings according to target audience tasks and situations

	ELO4.2. Students will be able to convey their ideas effectively through an oral presentation
	ELO4.3. Students will be able to convey their ideas effectively in a written paper