



蘇州大學
Soochow University

MAG 155 Career Development and Life Management

Summer 2024

Course Credits: 4

Contact Hours: 56 hours

Instructor: TBA

Email:TBA

COURSE OBJECTIVES

This course is designed to equip students with effective personal and organizational career management strategies. It encompasses a comprehensive exploration of career choices, transitions, entrepreneurship, and the impact of global labor markets, evolving social trends, and technological innovations on career opportunities and future work choices. Students will learn how to conceptualize, evaluate, and plan their career paths, focusing on essential employ ability skills.

Upon Completion of this Course, students will be able to:

1. Understand the dynamics of the global labor market;
2. Analyze the influence of social trends and technological innovations on careers;
3. Develop effective career decision-making and planning skills;
4. Explore strategies for successful career transitions;
5. Gain insights into entrepreneurship and business start-up considerations;
6. Enhance employ ability skills for a competitive job market.

PREREQUISITES

MAG 140 Principles of Management

GRADING

Grades will be determined by accumulating points, with 100 points being the maximum, as follows:

ITEM

POINTS



2 Writings	20 Points
2 Quizzes	20 Points
Presentation	10 Points
Midterm Exam	25 Points
Final Exam	25 Points
Total	100 Points

Late submissions will be graded at the end of the course. Grades will be assigned according to the following rule:

$A \geq 90 > B \geq 80 > C \geq 70 > D \geq 60 > F$.

We reserve the right to make adjustments to the overall grading policy.

COURSE MATERIALS

Required Texts:

1. Eric Ries, *The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses*, 2011, Crown Publishing Group.
2. Bill Burnett, *Dave Evans, Designing Your Life: How to Build a Well-Lived, Joyful Life*, 2016, Knopf Publishing Group.

Recommended (Optional) Texts or Other Materials:

None

COURSE TOPICS

MODULE	TASKS
Module 1	Topics: Topic 1: Introduction to Career and Life Planning Topic 2: Global Labor Market Dynamics Topic 3: Social Trends and Career Choices Topic 4: Technological Innovations and Future Careers Assessments: Writing #1



Module 2	Topics: Topic 5: Career Decision-Making Strategies Topic 6: Career Planning and Goal Setting Topic 7: Entrepreneurship Essentials Topic 8: Navigating Career Transitions Assessments: Quiz #1
Module 3	Topics: Topic 9: Building a Professional Network Topic 10: Resume Writing and Job Applications Topic 11: Interview Skills and Techniques Topic 12: Personal Branding Assessments: Writing #2 Midterm Exam
Module 4	Topics: Topic 13: Workplace Etiquette and Professionalism Topic 14: Emotional Intelligence in the Workplace Topic 15: Time Management and Productivity Topic 16: Strategies for resolving workplace conflicts Assessments: Quiz #2
Module 5	Topics: Topic 17: Continuous Learning and Professional Development Topic 18: Work-Life Balance Topic 19: Career Mentorship and Coaching Topic 20: Project: Personal Career Development Plan Assessments: Presentation Final Exam

ATTENDANCE

1) Class attendance is required. Missing classes without permission will lead to decrease in overall grade.

Missing less than two classes: no penalty.

Missing more than two classes: 7% will be taken off from the overall grade.

If the instructor reports a student's frequent missing of class to the Soochow University Academic Administration Office, the student might get a written warning and might be prohibited from attending final exam.



2) Participants in this course are expected to arrive in class promptly and adequately prepared. The primary objective of this course is to critically engage with the readings and the subject matter. Therefore, course participants are expected to have completed the reading prior to class and prepare thoughtful reflections/commentaries to share with fellow colleagues.

LEARNING REQUIREMENTS

- 1) Late assignments are not acceptable and are subjected to grade deductions.
- 2) Assignments submitted in the wrong format will be counted as not submitted.
- 3) Failure to submit or fulfill any required course component results in failure of the class.
- 4) Make-up for midterm and final exams only with valid excuses, as defined by the University.
- 5) In order to earn a Certificate of Completion, participants must thoughtfully complete all assignments by stated deadlines and earn an average quiz score of 50% or greater.

TECHNOLOGY POLICY

The use of electronic devices in class is distracting, both for the user and for the rest of the class. Only non-programmable calculators can be used in the tests and exam. Any attempts to use cell phones and other electronic communication devices will be seemed as cheating. Laptops are discouraged, unless you use them for activities DIRECTLY related to the course (eg., note taking, reading course documents).

ACADEMIC INTEGRITY POLICY

Soochow University highly values the academic integrity and aims to promote the academic fairness, honesty and responsibility. Any academic dishonesty behaviors and any attempts to cheats and plagiarism will be reported to the university administration office. A written warning and the relevant penalties will be imposed. The record might be shown on the official university transcript.

DISABILITY ACCOMMODATION



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Soochow University is committed to maintaining a barrier-free environment so that students with disabilities can fully access programs, courses, services, and activities at Soochow University. Students with disabilities who require accommodations for access to and/or participation in this course are welcome.

Note:

Please contact the University Administrative Office immediately if you have a learning disability, a medical issue, or any other type of problem that prevents professors from seeing you have learned the course material.