



Syllabus

Term: 2025/26/2 **Subject name:** International Career Management **Subject code:** B19GMB14E

Unit (Unit code) Department of Leadership and Organizational Sciences (VSZI)

Lecturer responsible for the course: Dr. BALOGH Gábor

Requirement: Exam

Classes per week : 2/2/0/0

Classes per term:

Purpose of education:

1. Description and aims

The overall objectives of the course are to increase students' knowledge according to the topic of career management. The aim of the course is to show the importance of self-awareness, self-exploration, self-consciousness, self-management, self-improvement, self-coaching in professional career and personal life planning; to motivate the students to explore and develop their skills and competences. The method of this course is practice-oriented (simulations, presentations, role-plays, situations, disputes, etc.).

2. Course Intended Learning Outcomes (CILOs)

Upon successful completion of this module, the student will be able to:

1. Combine the most important aspects of preparing a successful CV and cover letter (PILO3, PILO6),
2. Predict and explain the Hungarian and international specialities of the labour market (PILO1, PILO3, PILO4),
3. Select, categorise, combine, assess and formulate the goal-setting methods (PILO1, PILO5),
4. Create and elaborate their career development plan (design and construct a career plan) (PILO2, PILO3, PILO7),
5. Test, evaluate their own skills in a recruitment and selection process (learn how to distinguish themselves during an interview and an assessment center) (PILO3, PILO6),
6. Develop and use coping skills in stress management and solving techniques in time management (PILO3, PILO7).

(The remarks in brackets express each CILO's connection to the Program Intended Learning Outcomes (PILOs).)

Contents:

3. Content, schedule



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The discussion of topics is divided into the following ten chapters:

1. Introduction. CV, cover letter
2. Notion of career and international career management
3. Interview, AC and ideal job in international context
4. Goal setting. Time management
5. Labour market, job searching methods. Working abroad, EURES
6. Self-exploration, self-knowledge. Gender and generation issues
7. Selection techniques, employment contract
8. Career development plan
9. Stress management and other risks at work
10. Organizational career management, career success
11. Self-coaching, self-branding. Creativity, inspiration
12. Career management practices
13. Etiquette at work

4. Learning and teaching strategy, methodology

A combination of lecture, seminar and workshop. The first part is a short theoretical overview about the topic and that follows a discussion or simulation with more involvement of students. The activity of students is essential for the active learning and development of new skills and thoughts. The teaching method based on coaching approach that contains asking questions to motivate the students to think over and comprehend the topic.

System of examing and valuation:

Formative assessment scheme

Feedback from peers, colleagues, practice exercises
Feedback on in-class activities and exercises

Summative assessment scheme

Indicate tasks and weightings and which tasks assess which learning outcomes

Coursework (written assignments in): 20%



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System of examing and valuation:

- CV in Week 6 (5%): students prepare their own CV after teacher's lecture about instruction 'how to create a successful CV' (LOs 1, 4)
- Cover letter in Week 6 (5%): students prepare their own cover letter after teacher's lecture about instruction 'how to create a successful cover letter' as an attachment of CV (LOs 1, 4)
- Goal-setting plan in Week 8 (10%): we discuss the methodology of goal-setting in career and everyday life with students in Week 4 and after that they will prepare their own goal-setting plan (LOs 3, 4)
- as an important part of self-exploration, self-improvement and self-knowledge the students can explore their strengths with personality tests that they can fill and that will be discussed in Week 7 (LOs 3, 4, 5)
- Every coursework can be resit by students but failing the deadline decreases the scores. The final deadline is the last day of study period (term-time)

Practical (presentations, scheduled for every week, one student must hold one presentation): 20%

- At the first week the students can select a topic within career management and they must hold a 20 minutes long presentation. Depending on the headcount of the class they can work alone or in pairs. On the second part of the lectures (at practical part of the class, after the theoretical part, where the teacher dominate and moderate the class) every week two presentations will be held by students. The main aspect of presentation's assessment is the involvement of the audience and sharing interesting and useful information with the others. (LOs 2, 3, 4, 5, 6)
- Presentations cannot be resit or rescheduled, because it cause problems in semester's time management.

Final exam: 60%

- The final exam contains short essay questions, where the students must use the learned methods and techniques, creativity and international career management skills acquired during the course.

Bibliography:

Essential:

- Presentations will be submitted in Moodle System
- Baruch, Y. (2022): Managing careers & employability. Los Angeles, CA: SAGE

Recommended journals:



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- De Vos, A. – Dries, N. (2013): Applying a talent management lens to career management: the role of human capital composition and continuity. *The International Journal of Human Resource Management* vol. 24 no. 9 pp. 1816–1831.
- DeFillippi, R. J., – Arthur, M. B. (1996): Boundaryless contexts and careers: A competency-based perspective, In M. B. Arthur - D. M. Rousseau (Eds.): *The boundaryless career*, 116–131. Oxford University Press, New York
- Hall, D. T. (1996): Long live the career, In D. T. Hall (Ed.): *The career is dead – long live the career*, 1–12. Jossey-Bass, San Francisco
- Lewis, S. - Arnold, J. (2012): Organisational career management in the UK retail buying and merchandising community, *International Journal of Retail & Distribution Management* vol. 40 no. 6 pp. 451 – 470.
- Niles, Spencer G. – Harris-Bowlsbey, JoAnn E (2014): *Career Development Interventions in the 21st Century*. 4th Edition, Pearson, pp. 420

Bibliography: