



# Tutorial Letter 101/3/2018

## Career Psychology

## IOP3703

## Semesters 1 and 2

## Department of Industrial and Organisational Psychology

### IMPORTANT INFORMATION

Please register on myUnisa, activate your myLife e-mail addresses and make sure that you have regular access to the myUnisa module website, IOP3703-2018-S1/S2, as well as your group website.

BARCODE



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# 1 INTRODUCTION

Dear Student

We are pleased to welcome you to this module in Career Psychology and hope that you will find it both interesting and rewarding. We will do our best to make your study of this module successful. You will be well on your way to success if you start studying early in the semester and resolve to do the assignments properly.

You will receive a number of tutorial letters during the year. A tutorial letter is our way of communicating with you about teaching, learning and assessment.

This tutorial letter contains important information about the scheme of work, resources and assignments for this module. We urge you to read it carefully and to keep it at hand when working through the study material, preparing the assignments, preparing for the examination and addressing questions to your lecturers.

Please read Tutorial Letter 301 in combination with this tutorial letter as it provides you with important information that you need to know when studying at a distance and within a particular college.

In this tutorial letter (101), you will find the assignments and assessment criteria, as well as instructions for the preparation and submission of the assignments. This tutorial letter also provides all the information you need with regard to the prescribed study material and other resources, and how to obtain them. Please study this information carefully and make sure that you obtain the prescribed material as soon as possible.

We have also included some general and administrative information about this module.

Right from the start, we would like to point out that **you must read all the tutorial letters** you receive during the semester **immediately and carefully**, as they always contain important and, sometimes, urgent information.

## 2 PURPOSE AND OUTCOMES

### 2.1 Purpose

Career Psychology is an area of speciality within the field of Industrial and Organisational Psychology. The most general definition of Industrial and Organisational Psychology is "*the application of psychological principles, theory and research to the work-setting*" (Landy & Conte, 2004:6). Industrial and Organisational Psychology is a legitimate field of scientific inquiry concerned with advancing knowledge about people at work, including the reciprocal impact of work on life and life on work.

Industrial Psychologists recognise the interdependence of individuals, organisations and society, and they recognise the impact of factors such as increasing global and government influences, growing consumer awareness, skills shortages and the changing nature of work and careers with regard to organisational and individual performance. Industrial Psychologists are scientists who derive principles and theory about individual, groups and organisational behaviour through research. They act as consultants and advisers who develop scientific knowledge and apply this knowledge to find solutions to problems at work. To this end, they are well educated and trained in the research and application of Industrial and Organisational Psychology ([www.siop.org](http://www.siop.org)).

Career Psychology (the subject of this module) is the scientific study of career development and management from both an individual and an organisational perspective. A core focus of the discipline is balancing individual and organisational career development needs within the work setting. Career Psychology includes topics such as career theories and perspectives on careers; individual career development and career-related issues throughout the life-span; organisational career development support practices and career counselling and guidance theories and practices in the workplace context. Career Psychology takes into account that the life roles and social context in which people grow and

develop influence their values, norms and beliefs. These, in turn, influence their career aspirations, career choice, career progress and subjective experience of career success.

We trust that you will enjoy gaining more knowledge and experience in this subject field.

## 2.2 Outcomes

The specific outcomes describe the competencies you need to master to successfully complete the module. The assessment criteria form the basis for the assignments, study guide activities and examination questions. Students who work diligently through the study guide activities and assignments will be able to master the specific outcomes with greater ease. The learning outcomes in the study guide give a more detailed outline of the competencies you need to master.

Outcomes	Assessment criteria
<p><b>Specific outcome 1</b></p> <p>Demonstrate a well-rounded and detailed knowledge base of and coherent and critical insight into theoretical and practical aspects pertaining to the psychology of career and vocational behaviour and decision making in the 21<sup>st</sup> century world of work and multi-cultural South African workplace.</p>	<p><b>Assessment criteria</b></p> <ul style="list-style-type: none"> <li>• The socio-cultural variables and work values that determine the significance that work has in people's lives are critically evaluated.</li> <li>• Various career concepts pertaining to the nature of careers in the 21<sup>st</sup> century world of work are critically discussed.</li> <li>• The steps involved in choosing and managing a career in familiar and unfamiliar work and career contexts are critically discussed.</li> <li>• The plan-and-implement and test-and-learn career planning and management models are compared, critically evaluated and discussed.</li> <li>• Career planning, decision making, management and development as an ongoing process throughout the various life and career stages of adult career development are critically evaluated and discussed.</li> <li>• The theories of career choice and their use in the career management and development process are critically evaluated and discussed.</li> <li>• The psychological life tasks and challenges of the various life/career stages are critically evaluated and discussed within the context of the 21<sup>st</sup> century world of work.</li> <li>• The ethical requirements for career counselling practices in the South African workplace are critically discussed.</li> <li>• The South African national legislative frameworks for career development in communities and workplaces are explained.</li> </ul>
<p><b>Specific outcome 2</b></p> <p>Demonstrate a coherent and critical understanding of the various factors that impact on organisational career choice and how these factors can be applied to improve career counselling and organisational career development practices.</p>	<p><b>Assessment criteria</b></p> <ul style="list-style-type: none"> <li>• The concepts of organisational choice and organisational entry are compared and critically evaluated in terms of its usefulness in organisational career development support.</li> <li>• The process of organisational choice is discussed by a critical evaluation and comparison of different theories.</li> <li>• The various phases of organisational entry are critically discussed.</li> <li>• Personal preferences in choosing an organisation is identified and critically evaluated.</li> </ul>

<p><b>Specific outcome 3</b></p> <p>Demonstrate a coherent and critical understanding of the implications of the changing nature of careers for organisational career development support practices and individual career development activities.</p>	<p><b>Assessment criteria</b></p> <ul style="list-style-type: none"> <li>• The implications of organisational changes and the nature of work for careers from an individual and organisational viewpoint are critically evaluated and discussed.</li> <li>• The characteristics of new employment relationships and the nature of the psychological contract in the 21<sup>st</sup> century world of work are identified and critically discussed.</li> <li>• Organisational career development support practices are critically evaluated and discussed in terms of their usefulness for individual career development and decision making and their relevance to the 21<sup>st</sup> century world of work (including the unique multi-culturally diverse characteristics of the South African workplace and African context).</li> <li>• Professional and personal value proposition as a career psychology graduate is constructed in the light of a critical self-evaluation of personal graduateness and employability.</li> </ul>
<p><b>Specific outcome 4</b></p> <p>Demonstrate a coherent and critical understanding of career issues caused by the changing nature of organisations and work in the 21st century world of work and the implications for organisational career development support practices.</p>	<p><b>Assessment criteria</b></p> <ul style="list-style-type: none"> <li>• The notion and various types of career anchors and career patterns are critically discussed in terms of their use in optimising person-environment fit, career decision making and career development planning.</li> <li>• Specific career-related issues, their causes and effects on individual career and vocational behaviour, career wellbeing and career decision making are critically evaluated and discussed.</li> <li>• Recommendations for organisational and individual actions that could be taken to assist individuals affected by the identified career issues are provided by means of well-reasoned and theory-driven arguments.</li> </ul>

### 3 LECTURER(S) AND CONTACT DETAILS

#### 3.1 Lecturer(s)

The contact details of your lecturers are:

<p><b>Dr KP Moalusi</b>  <b>Office number:</b> AJH van der Walt Building 3-116  <b>E-mail address:</b> <a href="mailto:Moalukp@unisa.ac.za">Moalukp@unisa.ac.za</a></p>	<p><b>Ms C Mensele</b>  <b>Office number:</b> AJH van der Walt Building 3-75  <b>E-mail address:</b> <a href="mailto:Tebelc@unisa.ac.za">Tebelc@unisa.ac.za</a></p>
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#### 3.2 Department

Contact details regarding the Department of Industrial and Organisational Psychology is as follows:

The department is situated on the 3<sup>rd</sup> level of the AJH van der Walt Building on the Unisa main campus. You can e-mail the department by using the following e-mail address: [DeptIOP@unisa.ac.za](mailto:DeptIOP@unisa.ac.za). You can also contact the departmental helpdesk as follows:

Name	Telephone	E-mail
Mrs Welheminah Zumba	+27 12 429 8054/8033	<a href="mailto:zumbawh@unisa.ac.za">zumbawh@unisa.ac.za</a>

### 3.3 University

Contact addresses of the various administrative departments are included in the *Study @ Unisa brochure*, which you received with your study package. You may contact your lecturers by post, e-mail, telephone or on myUnisa.

Physical address: University of South Africa  
Preller Street  
Muckleneuk Pretoria  
City of Tshwane  
0003

Fax number: (012) 429 4150/+27 12 429 4150

Email: [study-info@unisa.ac.za](mailto:study-info@unisa.ac.za)

Online address: <http://my.unisa.ac.za>

Always use your student number when you contact the university.

### 3.4 Lecturer Availability

The lecturers for this module will be available to take phone calls on academic matters and/or to attend to students who may prefer to visit personally for academic engagement. However, the days and times of lecturer's availability will be communicated on the module page on myUnisa. These days and times are subject to change from time to time in order to accommodate the lecturer's work schedule and other commitments. The changes on the days and times will be communicated by the lecturer in advance through the announcement option on myUnisa as and when this happens. Students are advised to check the module page on myUnisa before making phone calls or visiting the lecturer's office for academic enquiries/engagements

## 4 RESOURCES

### 4.1 Prescribed books

The details of the prescribed book, which you should purchase as soon as possible, are as follows:

- Schreuder, AMG, & Coetzee, M. (2016). *Careers: An organisational perspective* (5th edition). Cape Town: Juta

### 4.2 Recommended books

No specific books are recommended for this module.

### 4.3 Electronic reserves (e-reserves)

No electronic reserves for this module.

#### 4.4 Library services and resources information

For brief information, go to [www.unisa.ac.za/brochures/studies](http://www.unisa.ac.za/brochures/studies)

For detailed information, go to <http://www.unisa.ac.za/library>. For research support and services of personal librarians, click on "Research support".

The library has compiled a number of library guides:

- finding recommended reading in the print collection and e-reserves – <http://libguides.unisa.ac.za/request/undergrad>
- requesting material – <http://libguides.unisa.ac.za/request/request>
- postgraduate information services – <http://libguides.unisa.ac.za/request/postgrad>
- finding, obtaining and using library resources and tools to assist in doing research – [http://libguides.unisa.ac.za/Research\\_Skills](http://libguides.unisa.ac.za/Research_Skills)
- how to contact the library/finding us on social media/frequently asked questions – <http://libguides.unisa.ac.za/ask>

## 5 STUDENT SUPPORT SERVICES

For information on the various student support systems and services available at Unisa (for example student counselling, tutorial classes, language support), please consult the publication entitled *Study @ Unisa* that you received with your study material.

- **Contact with fellow students**

Study groups

It is advisable to have contact with fellow students. One way to do this is to form study groups. The addresses of students in your area may be obtained from the following department:

Directorate: Student Administration and Registration  
PO Box 392  
UNISA  
0003

- **MyUnisa**

If you have access to a computer that is linked to the Internet, you can quickly access resources and information at the University. The *myUnisa* learning management system is Unisa's online campus that will help you to communicate with your lecturers, with other students and with the administrative departments of Unisa – all through the computer and the Internet.

To go to the *myUnisa* website, start at the main Unisa website, <http://www.unisa.ac.za>, and then click on the "Login to *myUnisa*" link on the right-hand side of the screen. This should take you to the *myUnisa* website. You can also go there directly by typing in <http://my.unisa.ac.za>.

Please consult the publication entitled *Study @ Unisa* which you received with your study material for more information on *myUnisa*.

- **Library**

Please note that the *Study @ Unisa* booklet, which is part of your registration package, lists all the services offered by the Unisa library. This document is available at <http://www.unisa.ac.za/contents/library/docs/2013.pdf>. Most of the Library's services are available electronically.

**Before** you access these services you need to:

- Ensure that you read the document called 'guidelines for your workstation settings' at <http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=499>
- create your PIN to enable you to transact with the library  
Go to <http://oasis.unisa.ac.za> > View & Renew loans > Create your PIN > Verify your PIN. If you have problems creating your PIN, send an e-mail to [bib-pin@unisa.ac.za](mailto:bib-pin@unisa.ac.za)
- load the Adobe Acrobat Reader on your computer so that you can view or print PDF (portable document format) documents. This can be done free of charge at <http://www.adobe.com>

The following information is a short summary of the most important information contained in the *Study @ Unisa* booklet:

### Lending services

#### Borrowing of library material

Undergraduate students may **borrow** 8 books at any one time. Students who live in South Africa are allowed to keep their books for 21 days.

Please ensure that you return your books in good time as you will receive an account for late returns.

#### Renewing library material

You may **renew** your books

- by telephone on + 27 12 429 4164
- by using the telephone answering service on + 27 12 429 3560
- by e-mail at [bib-circ@unisa.ac.za](mailto:bib-circ@unisa.ac.za)
- electronically at <http://oasis.unisa.ac.za> > View & renew loans > Type in the required information to display your loan record > Borrowed Items > Select the items you wish to renew.

NB: You *may not* renew items that are on a waiting list or that have already been renewed three times.

#### Requesting books and journal articles

You may request your books and journals

- **electronically:** <http://oasis.unisa.ac.za> > Book (or Journal) requests > Fill in your details
- by using the library's **official request cards** and posting them to

Information Resources (IR): Request Services  
Unisa Library  
PO Box 392  
UNISA  
0003, or

- by **faxing** them to + 27 12 429 2925 or +27 12 429 3489



**NB: Lists of requests are not acceptable – you need to complete a formal request for each library item.**

**Electronic access to the Library catalogue and databases  
OASIS (Online Access System Information Service) library catalogue**

<http://oasis.unisa.ac.za>

Check availability of items in the collections

- Check loan information and renew the loan period for items that appear on your loan record
- Request books and articles
- Access prescribed and recommended articles if available

**Subject databases at <http://www.unisa.ac.za/library/index.html>** > Search for information resources> resources by subject> select relevant subject

The Unisa library subscribes to many core **online subject databases** to which all registered students have access.

These are important because they contain references, or provide full-text access to academic, peer-reviewed journal articles in your field as well as to theses, books and chapters in books which are not necessarily available in the library.

The core subject databases for Public Administration and Management are ABI/INFORM Global, Academic Search Premier, Government Gazettes, International Political Science Abstracts, ISAP, JSTOR, PAIS International, Parliamentary Bills and Public Administration Abstracts.

All the databases have online Help or Search Tips which serve to optimise your use of these.

**Full text electronic journals**

Many of the journals (or parts of them) in the Unisa library are available electronically. This means that you can print journal articles from your computer rather than requesting them from the library.

There are two ways of establishing whether your journal title is available electronically:

- by looking up the journal title on OASIS at <http://oasis.unisa.ac.za> > Journal Title > Type in your title e.g. *International review of administrative sciences* > Enter > If access is available, a message stating “View this electronic journal ...” will appear in hypertext > Click on the link and the database that contains the full text will be retrieved
- if the full text of your journal is not available on the library catalogue, use the Unisa Library E-Journal Finder <http://www.unisa.ac.za/library/index.html> > Search for information resources > Unisa Library E-Journal Finder > Type in your journal title > Search

If you cannot find a full text link to your journal article by either of these options, it means that the library does not have access to the full text. You should therefore request your article by post, fax or electronically as set out above.

**Training**

The Information desk at the Main Campus, as well as the Branch Librarians at each Unisa regional centre offer training in the use of the library’s catalogue and subject databases.

## Copyright for the photocopying of material and database usage restrictions

In terms of the regulations promulgated under the **Copyright Act 98 of 1978** (as amended), material required for study or research purposes may be photocopied, subject to the following conditions:

- not more than one copy may be made of an article
- only 10% of any other work may be copied
- no work may be photocopied in its entirety

Database usage must be done according to the section on “Database licensing and access restrictions on all electronic resources” at the bottom of the search for information resources webpage at <http://www.unisa.ac.za/Default.asp?Cmd-ViewContent&ContentID=19584>

## 6 STUDY PLAN

Given the limited time you have to work through the prescribed material, complete the assignments and prepare for the examination, we have drawn up a study schedule for you. This study schedule basically consists of a few guidelines indicating when you should have **at least** completed certain sections of the study material. Remember though that these are only guidelines – you should always work at your own pace and you may even prefer to draw up your own time management schedule which is better suited to your particular situation. A study programme for the second semester is also provided.

FIRST SEMESTER (JANUARY – JUNE 2018)			
Study guide	Prescribed book	Assignment	Preparation for the examination
<b>Week 1 (29 January – 02 February)</b>			
Orientation: Read tutorial letters, foreword and orientation in the study guide and the introduction to topics in the study guide	Orientation: Read the introduction to the prescribed chapters		
<b>Week 2 (5 – 9 February)</b>			
Learning units 1	Parts referred to in the Study guide.	Complete discussion questions that relate to learning unit 1 and evaluate answers.	
<b>Week 3 (12 – 16 February)</b>			
Learning unit 2	Parts referred to in the Study guide.	Complete discussion questions that relate to learning unit 2 and evaluate answers.	
<b>Week 4 (19 – 23 February)</b>			
Learning unit 3	Parts referred to in the Study guide.	Complete discussion questions that relate to learning unit 3 and evaluate answers.	
<b>Week 5 (26 February – 02 March)</b>			
Learning unit 4	Parts referred to in the Study guide.	Complete discussion questions that relate to learning unit 4 and evaluate answers.	
<b>Week 6 (5 –9 March)</b>			
Revision and preparation assignment 01	Parts referred to in the Study guide.	Work on Compulsory Assignment 01 Revise Learning Units 1 – 4.	

<b>FIRST SEMESTER (JANUARY – JUNE 2018)</b>			
<b>Study guide</b>	<b>Prescribed book</b>	<b>Assignment</b>	<b>Preparation for the examination</b>
<b>Week 6 (5 –9 March)</b>			
Revision preparation assignment 01	and for	Parts referred to in the Study guide.	Work on Compulsory Assignment 01 Revise Learning Units 1 – 4.
<b>Week 7 (12 – 16 March)</b>			
Learning unit 5		Parts referred to in the study guide	Complete discussion questions that relate to learning unit 5 and evaluate answers.  <b>Finalise Compulsory Assignment 01 and send to Unisa.</b>
<b>Week 9 (19 – 23 March)</b>			
Learning unit 6		Parts referred to in the Study guide.	Complete discussion questions that relate to learning unit 6 and evaluate answers.
<b>Week 10 (26 – 30 March)</b>			
Learning unit 7		Parts referred to in the Study guide.	Complete discussion questions that relate to learning unit 8 and evaluate answers.
<b>Week 11 (2 – 6 April)</b>			
Learning unit 8		Parts referred to in the Study guide.	Complete discussion questions that relate to learning unit 8 and evaluate answers.
<b>Week 12 (9 –13 April)</b>			
Revision preparation assignment 02	and for	Parts referred to in the Study guide.	Work on Compulsory Assignment 02 Revise Learning Units 5 – 8.
<b>Week 13 (16 – 20 April)</b>			
Revision preparation assignment 02	and for	Parts referred to in the Study guide.	<b>Finalise Compulsory Assignment 02 and send to Unisa.</b>
<b>Week 14 (23 – 27 April) onwards</b>			
<b>Revision of the prescribed chapters. Preparation for the examination</b>			

<b>SECOND SEMESTER (JULY – NOVEMBER 2018)</b>			
<b>Study guide</b>	<b>Prescribed book</b>	<b>Assignment</b>	<b>Preparation for the examination</b>
<b>Week 1 (2 – 6 July)</b>			
Orientation: Read tutorial letters, foreword and orientation in the study guide and the introduction to topics in the study guide		Orientation: Read the introduction to the prescribed chapters	
<b>Week 2 (9 – 13 July)</b>			
Learning units 1 and 2		Parts referred to in the Study guide.	Complete discussion questions that relate to learning units 1 and 2, and evaluate answers.

<b>SECOND SEMESTER (JULY – NOVEMBER 2018)</b>			
<b>Study guide</b>	<b>Prescribed book</b>	<b>Assignment</b>	<b>Preparation for the examination</b>
<b>Week 3 (16 – 20 July)</b>			
Learning unit 3	Parts referred to in the Study guide.	Complete discussion questions that relate to learning unit 3 and evaluate answers.	
<b>Week 4 (23 – 27 July)</b>			
Learning unit 4	Parts referred to in the Study guide.	Complete discussion questions that relate to learning unit 4 and evaluate answers. Work on Compulsory Assignment 01 Revise Learning Units 1-4.	
<b>Week 5 (30 July – 3 August)</b>			
Learning unit 5	Parts referred to in the Study guide.	Complete discussion questions that relate to learning unit 5 and evaluate answers. <b>Finalise Compulsory Assignment 01 and send to Unisa.</b>	
<b>Week 6 (6 – 10 August)</b>			
Learning unit 6	Parts referred to in the Study guide.	Complete discussion questions that relate to learning unit 6 and evaluate answers	
<b>Week 7 (13 – 17 August)</b>			
Learning unit 7	Parts referred to in the Study guide.	Complete discussion questions that relate to learning unit 7 and evaluate answers	
<b>Week 8 (20 –24 August)</b>			
Learning unit 8	Parts referred to in the Study guide.	Complete discussion questions that relate to learning unit 8 and evaluate answers. Work on Compulsory Assignment 01 Revise Learning Units 5 – 8.	
<b>Week 9 (27 –31 August)</b>			
Revision and preparation for assignment 02	Parts referred to in the Study guide.	Work on Compulsory Assignment 02 Revise Learning Units 5 – 8.  <b>Finalise Compulsory Assignment 02 and send to Unisa.</b>	
<b>Week 9 (3 – 7 September) onwards</b>			
<b>Revision of the prescribed chapters. Preparation for the examination</b>			

## **7 PRACTICAL WORK AND WORK-INTEGRATED LEARNING**

There is no practical work and work integrated learning for this module. Work integrated learning and practical work are achieved through case studies, examples and applications in the prescribed textbook and study guide and in certain applied questions in the assignments and in the examination.

## 8 ASSESSMENT

### 8.1 Assessment criteria

See module outcomes in section 2.2 above.

### 8.2 Assessment plan

Assignments are part of the learning material for this module. As you do the assignments, study the relevant prescribed material, consult other resources, discuss the work with fellow students or tutors or do research, you are actively engaged in learning. Looking at the assessment criteria (questions) given for each assignment will help you to understand what is required of you more clearly.

Two assignments are set for this module. **Both Assignment 01 and Assignment 02 are compulsory.** They must be submitted to the University for assessment and will both contribute to your **final mark** for this module.

#### 8.2.1 Year mark and final examination/portfolio

#### **FINAL MARK = YEAR MARK + EXAMINATION MARK**

Your year mark, based on the average mark obtained for the two compulsory assignments (each contributes 50%), contributes 20% toward your final examination mark, while your examination mark contributes 80%.

The combined weighted average of your year mark and examination mark must be 50% or higher for you to pass the module/subject. However, you must obtain a minimum of 40% in the examination, regardless of your year mark. If you obtain less than 40% in the examination, you will fail.

**For example:**

Assignment marks of = 70% + 70% = 140/2= 70%

20% of the assignment marks = 14%

Examination mark = 50%

80% of the examination mark = 40%

Final mark = (20% assignment marks) + (80% examination mark)  
 = 14% + 40%  
 = 54%

Remember that the better your assignment mark, the better your year mark, for example, 80% = 16 year marks and 30% = 6 year marks. It is imperative that you do well in both assignments to obtain the benefit of good marks to be added to your examination mark.

#### 8.2.2 The Assignments

**Please note:** Although students may work together when preparing assignments, each student must write and submit his or her own individual assignments. It is unacceptable for students to submit identical assignments on the basis that they worked together. That is copying (a form of plagiarism) and none of these assignments will be marked. Furthermore, students who do this may be penalised or subjected to disciplinary proceedings by the University.

## 8.3 Assignment numbers

### 8.3.1 General assignment numbers

Assignments are numbered consecutively per module, starting from 01. **Assignments 01 and 02** consist of essay-type and paragraph-type questions with practical applications. You are advised to start the assignments immediately to ensure that you have enough time to complete them. In our experience, students who work consistently do better in the examination than those who merely comply with the minimum requirements.

#### Answering the assignment or examination questions

In order to prepare for the examination, please follow the guidelines for assignments provided below.

##### *Answering paragraph-type/essay-type questions*

Answers to these questions should be neatly written or typed.

Note the following guidelines on answering paragraph-type/essay-type questions:

- Read the questions very carefully and **answer only what is asked**. **No** marks are given for facts that have nothing to do with the question. Use your own words and do not copy directly from the study guide or prescribed book.
- Structure answers to long essay-type questions as follows:
- Use paragraphs.
- Include headings and subheadings.
- Number points/answers wherever possible.
- Answers should be concise and to the point. Marks are allocated for concepts and facts that are relevant to the question
- In “name-only questions” you should only **name** and number the answer or statements.
- Answer questions worth 5 marks in half a page to one page.
- Answer questions worth 10 marks in one-and-a-half to two pages.
- Answers to questions worth 15 marks should not exceed three pages.

##### *Important information on the technical presentation of your assignment*

- Number all the pages.
- Staple all the pages in numerical order.
- Try not to leave big open spaces or open pages.
- Do not write in the columns reserved for the tutor's comments.
- Make sure the details on your assignment cover are correct.
- Include all your answers.

### 8.3.2 Unique assignment numbers

See section 8.4 below.

## 8.4 Assignment due dates

Since this module covers a wide field in career psychology, we suggest that you start working immediately. There are only three assignments (**Assignments 01 and 02**) because we have a short semester before the exams start.

The table below is a summary of your work programme for the semester. Please study it carefully and take note of the **closing dates** for assignments 01 and 02, which are **compulsory** assignments. The compulsory assignments contribute 20% towards your final examination mark.

Assignment number	Closing date	Unique number	Study unit
<b>Compulsory assignment 01</b>	Semester 1: 16 March 2018 Semester 2: 03 August 2018	730229 839669	See assignment
<b>Compulsory assignment 02</b>	Semester 1: 20 April 2018 Semester 2: 31 August 2018	697880 855866	

## 8.5 Submission of assignments

You may submit written assignments and assignments done on mark-reading sheets either by post or electronically via *myUnisa*. Do **not** submit your assignments by fax or email. For detailed information and requirements as far as assignments are concerned, see the brochure entitled *Study @ Unisa* that you received with your study material.

To submit an assignment **via *myUnisa***:

- Go to *myUnisa*.
- Log in with your student number and password.
- Select the module.
- Click on assignments in the left-hand menu.
- Click on the assignment number you want to submit.
- Follow the instructions on the screen.

## 8.6 The assignments

**Please note:** Although students may work together when preparing assignments, each student must write and submit his or her own individual assignments. It is unacceptable for students to submit identical assignments on the basis that they worked together. That is copying (a form of plagiarism) and none of these assignments will be marked. Furthermore, students who do this may be penalised or subjected to disciplinary proceedings by the University.

**Assignment 01 for Semester 01****ASSIGNMENT 01: ONLY FOR STUDENTS REGISTERED FOR SEMESTER 1****Closing date: Semester 1: 16 March 2018****Unique number: 730229****Total: 30 marks****Study material: Study units 1, 2, 3 and 4****Question 1**

Distinguish between the traditional and contemporary definitions of a career. Also explain the difference between subjective and objective careers. (10)

**Question 2**

The 21st century workforce presents a multigenerational workforce that is actively involved in organisations. Critically discuss the generational diversity faced by organisations in the contemporary world of work. (10)

**Question 3**

Career concepts explain the objective and subjective careers of individuals. Briefly discuss how career planning, career management, career self-management, career competency and career motivation have influenced your objective or subjective career. (10)

**Total: [30]****Assignment 02 for Semester 01****ASSIGNMENT 02: ONLY FOR STUDENTS REGISTERED FOR SEMESTER 1****Closing date: Semester 1: 20 April 2018****Unique number: 697880****Total: 30 marks****Study material: Study units 5, 6, 7 & 8****Question 1**

Discuss the concept of career patterns and explain how these may contribute to individuals' career development in the contemporary workplace. (10)

**Question 2**

Identify and discuss the theories and models that have been classified as antecedents of flourishing and languishing of individuals in the workplace. (10)



**Question 3**

Organisational support practices require ethical conduct from managers, career development practitioners, Industrial and Organisational psychologists, human resources practitioners and employees. Discuss the ethical principles that all stakeholders should consider when applying career development support practices in organisations.

(10)

**TOTAL: [30]****Assignment 01 for Semester 02****ASSIGNMENT 01: ONLY FOR STUDENTS REGISTERED FOR SEMESTER 2****Closing date: Semester 1: 8 August 2018****Unique number: 839669****Total: 30 marks****Study material: Study units 1, 2, 3 and 4****Question 1**

Discuss how work values influence the meaning of work in people's lives. Also explain the trends in work and family values within the context of the changing organisation.

(10)

**Question 2**

Highlight the differing expectations that each generation has with regard to how they want to work, learn and communicate.

(10)

**Question 3**

The postmodern perspective claims that individuals construct or perceive their own reality or truth. The focus is therefore on individuals' subjective career experience of their career development, individuals are seen as the agents who construe their careers. Discuss Savickas's career construction theory by elaborating on the concepts of life structure, career adaptability, personality style and life theme stories.

(10)

**TOTAL: [30]**

## Assignment 02 for Semester 02

### ASSIGNMENT 02: ONLY FOR STUDENTS REGISTERED FOR SEMESTER 2

**Closing date:** Semester 2: 31 August 2018

**Unique number:** 855866

**Total:** 30 marks

**Study material:** Study units: 5, 6, 7 and 8

#### Question 1

Critically discuss the challenges and experiences faced by men and women in their career development. In your answer, highlight how career development practitioners can “demystify” women’s values, beliefs and life circumstances underpinned by their preoccupations. (10)

#### Question 2

Discuss the ethical standards that career counsellors must adhere to in the South African workplace context and explain how ethical conflicts arise. (15)

#### Question 3

Organisational career development support practices are very important for the contemporary world of work. Briefly discuss any five (5) career development support practices you have been exposed to in your organisation. (5)

**TOTAL: [30]**

### 8.7 Other assessment methods

There are no other assessment methods for this module.

### 8.8 The examination

For general information and requirements as far as assignments are concerned, see the brochure entitled *Study @ Unisa* which you received with your study material.

- **Examination admission**

There are two assignments set for this module. **Both Assignment 01 and Assignment 02 are compulsory**; however you are only required to submit at least one of the compulsory assignments to gain examination admission. You are further reminded that both assignments contribute towards the **final mark** for this module. In order to gain a high year mark for the semester, it will be to your benefit to submit both compulsory assignments.

Please ensure that Assignment 01 reaches the Department of Student Assessment Administration (Assignments) at Unisa before or on 16 March 2018 for the first semester and 3 August 2018 for the second semester, and Assignments 02 before or on 20 April 2018 for the first semester and 31 August 2018 for the second semester. If your assignments are not submitted on time, you will not gain examination admission, and you will not obtain a year mark.

- **Examination period**

This module is offered in a semester period of 15 weeks. This means that if you are registered for the first semester, you will write the examination in May/June 2018 and the supplementary examination will be written in October/November 2018. If you are registered for the second semester, you will write the examination in October/November 2018 and the supplementary examination will be written in May/June 2019.

The Examination Section will provide you with more information regarding the examination in general, examination venues, examination dates and examination times.

- **Examination paper**

You will receive more information on the examination in Tutorial Letter IOP3703 201/2018, which will be sent to you during the semester.

The examination paper will be made up as follows:

Total marks: 75  
Pass mark : 50%  
Duration : 2 hours

Possible short, paragraph-type questions will range from five marks to 15 marks. There may be a question worth 25 marks. Some questions may offer a choice among alternatives. (No multiple-choice questions will be asked.)

- **Previous examination papers**

Previous examination papers are available to students in the format of self-assessment questions in the study guide. We advise you, however, not to focus on old examination papers only as the content of modules and, therefore, examination papers change from year to year. You may, however, accept that the type of questions that will be asked in the examination will be similar to the self-assessment questions in your study guide which is compiled from previous examination papers.

**Please note:** An example of a previous examination paper will be provided in Tutorial Letter 201/2018.

- **Tutorial letter with information on the examination**

To help you in your preparation for the examination, you will receive a tutorial letter that will explain the format of the examination paper, give you examples of questions that you may expect and set out clearly what material you have to study for examination purposes.

## **9 FREQUENTLY ASKED QUESTIONS**

Please refer to the module site on myUnisa.

## **10 IN CLOSING**

Do not hesitate to contact us by e-mail if you are experiencing problems with the content of this tutorial letter or with any academic aspect of the module.

We wish you a fascinating and satisfying journey through the learning material and trust that you will complete the module successfully.

Enjoy the journey!

Dr KP Moalusi  
Ms C Mensele

Your lecturers for IOP3703

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