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APS1030 Engineering Careers – Theories and Strategies to Manage your Career for the Future

Syllabus [as at Sept. 2017, subject to change]

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Course description

21st century career management skills and knowledge are critical success factors for engineers, to develop their own careers for the future, and as leaders and project managers, to help develop others' careers. Especially in engineering where career engagement influences innovation and productivity, career management is arguably the most important learning to bridge the gap between an engineering education and an engineer's ability to apply their learning in the real world.

In this course, students will learn about contemporary theories and issues in career development so they can apply their knowledge and skills, to benefit their own careers, and those of their team members, organization, and society. Students will learn an evidence-based framework for career clarification and exploration. Using this framework, students gain career management and job search strategies, increase hope and confidence, expand their network and use practical career management tools. In an increasingly volatile, uncertain, complex, and ambiguous world of work, students will consider career paths, hear and tell career stories, and gain skills to navigate a lifetime of transitions.

Engineering Careers is organized in Four Themes

The delivery of this course is based on four themes, and delivered in dynamic and interactive meetings. In-class learning activities include brief instructor-led learning, critical thinking within small group discussion, short videos, an interview project, individual reflective exercises, and class discussion.

Theme 1 – Navigating Your Career in a Volatile, Uncertain, Complex, Ambiguous World

- Applying *chaos theory of careers* to your career
- What happens if you don't manage your career?
- Learning to plan and pivot in your career like a startup
- Introducing the *Interview Project* in which groups of 3 interview an engineering leader

- Career Management Tools #1: *Who You Are Matters!* guided career and life discovery experience

Theme 2 – Career & Life Clarification

- How to use your stories and experiences to gain clarity and organize your thinking
- Your *Psychological Capital* and why growing it helps you manage careers, yours and others (Hope + Confidence + Optimism + Resilience = Psychological capital)
- Narrative methods and ‘life design’ for career clarification
- Career Management Tools #2: Using the *Online Storyteller* web-application to reflect on your stories, and write your Career Statement

Theme 3 – Intentional Career Exploration, and Making Choices

- How to construct exploration plans for your top 3 career possibilities
- Taking advantage of *Planned Happenstance* in your career story
- Rational limits of career decision making
- *Interview Project* in which groups of 3 interview an engineering leader in the community
- Career Management Tools #3: Constructing your career *Exploration Plans*
- Career Management Tools #4: Refine your Resume, and LinkedIn profile

Theme 4 – Job Search Tools and Strategies; Managing Engineering Talent

- Managing careers in organizations; career engagement and using the evidence-based ‘feedforward’ method
- *Interview Project* Presentations
- Career Management Tools #5: Job Interview skills
- Career Management Tools #6: Experience and learn to use the Feedforward model

Learning Outcomes

By the end of the course students will be able to:

- Describe and apply a narrative framework for career clarification and exploration
- Categorize one’s own experiences into a holistic ‘Career Sketch’ and ‘Career Statement’
- Use your ‘Career Statement’ to create and use career Exploration Plans
- Apply career theories and frameworks including chaos theory, planned happenstance, limits of rational decision making, miswanting, CareerCycles framework
- Create meaningful links between knowledge gained in class, and practical career tools including resume, LinkedIn profile, job interview skills, networking skills
- Evaluate approaches to career management in organizations and learn ‘feedforward’ tool
- Use skills and knowledge gained to help develop the careers of their subordinates and peers
- Describe roles of PEO, OSPE, Engineers Canada, Industry Associations, employers
- Personally, students will experience increases in hope, confidence, resilience, optimism
- Personally, students will increase clarity and organize their thinking
- Personally, over the next few years students will make satisfying choices aligned with the Career Statement and Exploration Plan they developed in this course.

Deliverables and Evaluation

A. Interview Project 25%

- In groups of 3-4, interview an engineering leader and learn from other groups’ interviews.

B. Career Management Logbook 25%

- Logbook = book in which details of a trip or journey are recorded. Informal way to document your learning and experiences.

C. Reading responses 15%

- Read career development articles and submit brief informal responses. (~250 words)

D. Critical Review of Readings 20%

- Select 3 readings and submit a review at end of course.

E. Engagement & participation – 15%

Instructor Bio



Mark Franklin, M.Ed., P.Eng., CCC, CMF, is the award-winning practice leader of CareerCycles, a career management social enterprise based in Toronto, and co-founder of One Life Tools. Mark and a team of Associates have enriched the career wellbeing of 4000+ clients of all ages and stages across Canada by helping individuals make satisfying career and educational choices. Mark holds a Bachelor of Applied Science in Industrial Engineering, a Master of Education in Counselling Psychology, is a Canadian Certified Counsellor, and holds the Career Management Fellow designation through Institute of Career Certification International. In 2015, he was received the Stu Conger Award for

Leadership in Career Development. In his engineering career, Mark consulted with hundreds of client companies first with a decision support provider then as a management consultant with KPMG. Later, Mark worked as a career counsellor at U of Toronto and York U where helped thousands of students connect the dots between education and career. Mark's career management insights have appeared in The Globe and Mail, National Post and other media, he's authored a book chapter and peer-reviewed journal articles, and he regularly speaks to groups at national and international conferences. Mark produces and hosts the Career Buzz radio show (Wed. 11am-noon on 89.5 FM or ciut.fm) where he's interviewed hundreds of guests about insights and turning points in their career stories.

Instructor Philosophy

- Enthusiasm for learning is contagious...model it to find it
- We choose how we think, feel and act
- Information is not knowledge...knowledge is constructed, not given
- High expectations help generate excellent outcomes
- Communication is essential, and goes both ways
- Attendance, participation, and preparation are crucial aspects of the class.

APPENDIX – Policies and Important Information

Drop and Add Dates for Fall 2015

Add Date Deadline: **Jan. 22, 2018** Drop Date Deadline: **Feb. 26, 2018** If you intend to drop this course please do so right away, so others can add.

- <http://gradstudies.engineering.utoronto.ca/professional-degrees/elite-certificate/>

Late Policy: All assignments must be handed in or presented on the day they are due. Written assignments will receive a late penalty of 5% per day including weekends and will not be accepted after 5 days. Exceptions will only be made in case of medically certified illness (requiring a signed medical form).

Readings: All required readings will be available on Blackboard either as a downloadable PDF, or via a link within U of T Library.

Blackboard: Course information will be posted on Blackboard. All students must have valid UTORid in order to access Blackboard.

Plagiarism: The University of Toronto treats plagiarism as a violation of the Code of Behaviour on Academic Matters. Plagiarism is a serious form of cheating in which a student makes use of someone else's ideas or words without giving appropriate attribution. In your academic work, plagiarism usually occurs as:

- You cut and paste a piece of someone else's text or figure but do not clearly show what the source is for that material.
- You rephrase someone else's idea into your own words, but do not give credit to the source of the idea.

The University takes cheating very seriously. Penalties can include zero on the assignment, zero in the course, annotations on your transcript (which would be seen by a potential graduate school or employer), or in extreme cases expulsion from the University. **If you are concerned about your use of sources, discuss your concerns with your instructor before submitting an assignment for assessment.**

Instructional Materials and Copyright

Students are prohibited from recording or otherwise reproducing any copyrighted materials associated with this course unless they obtain prior permission from the copyright holder. Note that all lectures are copyright of the lecturers.