

## 课程详述

### COURSE SPECIFICATION

以下课程信息可能根据实际授课需要或在课程检讨之后产生变动。如对课程有任何疑问，请联系授课教师。

The course information as follows may be subject to change, either during the session because of unforeseen circumstances, or following review of the course at the end of the session. Queries about the course should be directed to the course instructor.

1.	<b>课程名称 Course Title</b>	大学生职业生涯规划 Career Planning for College Students
2.	<b>授课院系 Originating Department</b>	高等教育研究中心 Center for Higher Education Research
3.	<b>课程编号 Course Code</b>	HE019
4.	<b>课程学分 Credit Value</b>	2
5.	<b>课程类别 Course Type</b>	通识选修课程 General Education (GE) Elective Courses
6.	<b>授课学期 Semester</b>	2021 春季 Spring 2021
7.	<b>授课语言 Teaching Language</b>	中英双语 Bilingual (English & Chinese)
8.	<b>授课教师、所属学系、联系方式 (如属团队授课, 请列明其他授课教师) Instructor(s), Affiliation &amp; Contact (For team teaching, please list all instructors)</b>	余荔 助理教授, 高等教育研究中心 13886032137 YU Li Assistant Professor Center for Higher Education Research 13886032137  赵冰 学工部副部长 联系方式: 18645037933 ZHAO BING Vice Director of OSA Contact: 18645037933  许嘉桐 就业指导中心老师

	联系方式: 15602312839 XU JIATONG Staff of Career, OSA Contact: 15602312839										
9. 实验员/助教、所属学系、联系方式 Tutor/TA(s), Contact	待公布 To be announced										
10. 选课人数限额(可不填) Maximum Enrolment (Optional)											
11. 授课方式 Delivery Method	<table border="1"> <thead> <tr> <th>讲授 Lectures</th> <th>习题/辅导/讨论 Tutorials</th> <th>实验/实习 Lab/Practical</th> <th>其它(请具体注明) Other (Please specify)</th> <th>总学时 Total</th> </tr> </thead> <tbody> <tr> <td>26</td> <td></td> <td>6</td> <td></td> <td>32</td> </tr> </tbody> </table>	讲授 Lectures	习题/辅导/讨论 Tutorials	实验/实习 Lab/Practical	其它(请具体注明) Other (Please specify)	总学时 Total	26		6		32
讲授 Lectures	习题/辅导/讨论 Tutorials	实验/实习 Lab/Practical	其它(请具体注明) Other (Please specify)	总学时 Total							
26		6		32							
12. 学时数 Credit Hours											
12. 先修课程、其它学习要求 Pre-requisites or Other Academic Requirements	无 No										
13. 后续课程、其它学习规划 Courses for which this course is a pre-requisite	无 No										
14. 其它要求修读本课程的学系 Cross-listing Dept.	无 No										

### 教学大纲及教学日历 SYLLABUS

#### 15. 教学目标 Course Objectives

课程通过对职业生涯规划相关理论的讲解和相关的小组练习、实践训练和体验活动, 引导学生正确地认识自我, 探索外部工作世界, 帮助学生科学定位职业发展方向、拟定符合自身实际情况的职业生涯规划方案; 激发学生的职业意识, 主动对自己的兴趣、性格、能力、价值观进行探索; 带领学生认识外部工作世界, 了解用人单位和职业岗位对当代大学毕业生的素质要求; 通过案例分析和实践操练, 增强学生对工作世界的认知, 提升学生们的就业竞争力, 从而为日后的求职择业和职业发展奠定良好的基础, 并为实现这一目标做出行之有效的安排。

Through the explanation of relevant theories of career planning and related group exercises, practical training and experience activities, this course guides students to correctly understand themselves, explore the external world of work, help students locate their career development direction, draw up career planning plans in line with their own actual situation, stimulate students' professional awareness, and take the initiative to explore their interests, personalities, ability, and values. This course also enhances students' recognition of the working world and enhances their employment competitiveness through case studies and practices, so as to lay a good foundation for future employment and career development and to make effective arrangements to achieve these goals.

16. 预达学习成果 Learning Outcomes

通过本课程的系统讲授和指导，学生们能够逐步掌握探索自我和职业的基本方法，提高自我职业生涯规划能力，并在课程教师的指导下制订初步的自我职业发展规划书，明确未来努力的目标和路径。

Through systematic teaching and guidance of this course, students can gradually master the basic methods of exploring themselves and careers. They will also improve their ability of career planning, and work out a preliminary career development plan under the guidance of the teacher, so as to clarify the goal and path of their future efforts.

17. 课程内容及教学日历（如授课语言以英文为主，则课程内容介绍可以用英文；如团队教学或模块教学，教学日历须注明主讲人）

**Course Contents (in Parts/Chapters/Sections/Weeks. Please notify name of instructor for course section(s), if this is a team teaching or module course.)**

第一部分：觉知与承诺

Part1: Recognition and promise

1. 导论——认识职业生涯规划（2 课时）

1.1 课程综述

1.2 什么是职业生涯规划

1.3 职业生涯规划的意义

1.4 职业规划的步骤和方法

1.5 分享与讨论

1.6 破冰与团队建设

1. Introduction—Understanding career planning（2 hours）

1.1 Course overview

1.2 What is career planning?

1.3 Significance of career planning

1.4 Steps and methods of career planning

1.5 Sharing and discussion

1.6 Ice breaking and team building

第二部分：认识自我

Part 2: Know myself

2. 自我探索——职业兴趣（3 课时）

2.1 认识兴趣

2.2 自我兴趣探索

2.3 帕森斯特质因素论

2.4 霍兰德职业兴趣理论

2.5 分享与练习

2. Self-exploration—professional interest（3 hours）

2.1 Understanding interest

2.2 Self-interest exploration

2.3 Parsons theory

2.4 Holland's theory of professional interest

2.5 Sharing and practice

练习 1：请运用量表和测评工具对自己的职业兴趣进行分析

Excise 1: Please use the scale and assessment tools to analyze your professional interest

3. 自我探索——性格与人格（3 课时）

3.1 性格与职业生涯规划与发展的关系

3.2 通过梅尔斯-布瑞格类型指标（MBTI）测试了解自己的性格

3.3 16 种 MBTI 类型

3.4 性格与人格小结

3.5 分享与练习

练习 2：请运用量表和测评工具对自己的职业兴趣、性格与人格进行分析

Excise 2: Please use the scale and assessment tools to analyze your characters and personality

3. Self-exploration---Character and personality (3 hours)

3.1 Relationship between personality and career planning

3.2 Understand your personality through MBTI

3.3 16 MBTI types

3.4 Summary of character and personality

3.5 Sharing and practice

4. 自我探索——技能 (2 课时)

4.1 能力概述

4.2 知识技能

4.3 自我职业能力探索

4.4 发现自己的成就及技能

4.5 职业对技能的要求

4.6 分享与练习

练习 3: 请运用量表和测评工具对自己的技能进行分析

Excise 3: Please use the scale and assessment tools to analyze your skills

4. Self-exploration——skills (2 hours)

4.1 Skill overview

4.2 Knowledge and skills

4.3 Exploration of skills

4.4 Discover your achievements and skills

4.5 Vocational requirements for skills

4.6 Sharing and practice

5. 自我探索——价值观 (2 课时)

5.1 认识价值观

5.2 价值观对职业选择与发展的影响

5. Self-exploration——values (2 hours)

5.1 Recognize values

5.2 The influence of values on career choice and development

练习 4: 请运用量表和测评工具对自己的价值观进行分析

Excise 4: Please use the scale and assessment tools to analyze your values

第三部分: 认识外部世界

Part 3: Know the outside world

6. 专业信息调研与搜集 (生涯规划) (2 课时)

6.1 专业介绍

6.2 拟定生涯 (专业) 人物访谈提纲

6.3 分享与练习

6. Major information investigation and collection (2 hours)

6.1 Major introduction

6.2 Outline of career (major) figure interview

6.3 Sharing and practice

练习 5: 试选择一个感兴趣的专业, 对其进行探索和分析

Excise 5: Try to choose a major that interests you, and explore and analyze it

7. 探索工作世界 (2 课时)

7.1 工作世界探索的必要性和内容

7.2 工作世界的宏观现状与微观事实

7.3 如何有效探索工作世界: 职业信息的调研与搜索

7. Explore the working world (2 hours)

7.1 The necessity and content of working world exploration

7.2 Macro status and micro facts of the working world

7.3 How to explore the working world effectively: research and search of career information

8. 学工部组织实践课：著名企业参观、HR 访谈等（2 课时）

8.1 企业实地参访及调研

8.2 企业 HR 现场访谈

8. OSA Practice Class: Visit to famous companies and HR interview（2 hours）

8.1 Field trip and investigation to famous companies

8.2 Interview with HR

第四部分：决策、行动与再评估

Part 4 :Decision, Action and Re-evaluation

9. 职业决策制定（2 课时）

9.1 生涯决策概述

9.2 职业生涯决策的社会学习理论、认知信息加工理论

9.3 理性决策的方法：SWOT 分析、生涯平衡单、CASVE 分析等

9.4 案例与演练

9. Career decision making（2 hours）

9.1 Overview of career decision making

9.2 Social leaning theory and cognitive information processing theory of career decision making

9.3 Methods of rational decision making: SWOT analysis, Career balance sheet, CASVE analysis, etc.

9.4 cases and excises

10.行动与再评估（2 课时）

10.1 学业规划

10.2 目标与行动

10.3 如何制作简历

10.4 求职面试与准备

10. Action and re-evaluation（2 hours）

- 10.1 Academic planning
- 10.2 Goal and action
- 10.3 How to make a resume
- 10.4 Job interview and preparation
- 11. 学工部组织实践课：模拟面试（2 课时）
  - 11.1 无领导小组模拟面试
  - 11.2 结构化/半结构化模拟面试
- 11. OSA Practice Class: Mock Interview（2 hours）
  - 11.1 Group interview
  - 11.2 Structured or semi-structured interview
- 12. 学工部组织实践课：求职心理调适（2 课时）
  - 12.1. 求职过程中常见的心理问题
  - 12.2. 心理调适的作用与方法
  - 12.3. 建立个性化的心理调适方法
- 12. OSA Practice Class: Psychological adjustment for job hunting（2 hours）
  - 12.1 Common problems in job hunting
  - 12.2 Functions and methods of psychological adjustment
  - 12.3 Establish personalized psychological adjustment methods
- 13. 职场适应与职场发展（1 课时）
  - 13.1 从学生向社会人的角色转换
  - 13.2 明尼苏达工作适应论
  - 13.3 大学生职场适应与职场发展
- 13. Workplace adaptation and career development（1 hour）
  - 13.1 Switch the role from student to social person
  - 13.2 Minnesota work adaptation theory
  - 13.3 Career adaptation and career development of college students
- 14. 生涯评估与改进（1 课时）



14.1 你的事业成功吗？

14.2 你的生活平衡吗？——生涯平衡论

14.3 工作—家庭平衡

14.4 生涯平衡单的运用

14. Career assessment and improvement (1 hour)

14.1 Is your career successful?

14.2 Is your life balanced? ——On career balance

14.3 Work family balance

14.4 Application of career balance sheet

15. 南科大毕业生职业发展现状与职业生涯规划书的撰写 (2 课时)

15.1 介绍南科大毕业生职业选择与发展现状

15.2 职业生涯规划书撰写的意义与原则

15.3 职业生涯规划书撰写的基本内容

15.4 职业生涯规划书的实施与评估

15. Career development of SUSTECH's undergraduate alumni and writing of career planning report (2 hours)

15.1 Career choice and development of SUSTECH's undergraduate alumni

15.2 Significance and principles of writing career planning report

15.3 Basic contents of career planning report

15.4 Implementation and evaluation of career planning report

练习 6: 撰写职业生涯规划书

Exercise 6: Write a career planning report

16. 学生展示，提交期末作业 (2 课时)

学生展示自我职业生涯规划或专业选择决策过程

16. Student presentation and submission of term paper (2 hours)

Students demonstrate their career planning or professional choice decision-making process

18. 教材及其它参考资料 **Textbook and Supplementary Readings**

戴安、威廉、丽莎 著：职业指导——职业生涯规划教程（第7版），中国劳动社会保障出版社，2005年6月  
Diane Sukiennik, William Bendat, Lisa Raufman. *The Career Fitness Program: Exploring Your Options* (7<sup>th</sup> Edition), China Labor and Social Security Press, June, 2005.

理查德·尼尔森·鲍利斯. 你的降落伞是什么颜色? :求职者 and 跳槽者的实用行动手册 中信出版社 2010  
Richard N. Bolles. *What color is your parachute? A practical manual for job-hunters and career-changers*[M]. China Citic Press, 2010.

课程评估 **ASSESSMENT**

19. 评估形式 Type of Assessment	评估时间 Time	占考试总成绩百分比 % of final score	违纪处罚 Penalty	备注 Notes
出勤 Attendance	32	10		
课堂表现 Class Performance	32	30		
小测验 Quiz				
课程项目 Projects	32	20		
平时作业 Assignments				
期中考试 Mid-Term Test				
期末考试 Final Exam				
期末报告 Final Presentation	32	40		
其它（可根据需要 改写以上评估方式） Others (The above may be modified as necessary)				

20. 记分方式 **GRADING SYSTEM**

- A. 十三级等级制 **Letter Grading**
- B. 二级记分制（通过/不通过） **Pass/Fail Grading**

课程审批 **REVIEW AND APPROVAL**

21. 本课程设置已经过以下责任人/委员会审议通过  
This Course has been approved by the following person or committee of authority