Federal State Autonomous Educational Institution of Higher Education
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA
RUDN University

Agrarian and Technological Institute

educational division (faculty/institute/academy) as higher education programme developer

COURSE SYLLABUS

Career Management
course title

Recommended by the Didactic Council for the Education Field of:

36.05.01 Veterinary
field of studies / speciality code and title

The course instruction is implemented within the professional education programme of higher education:

Veterinary

higher education programme profile/specialisation title

2024

1. COURSE GOAL(s)

The goal of the course "**Career Management**" is to analyse and generalize current trends in career research and career processes, consideration of the essence and types of management of business career and career processes at the levels of the individual, organization and society. Special tests for self-assessment and professional self-determination of employees are proposed.

2. REQUIREMENTS FOR LEARNING OUTCOMES

Mastering the course "**Career Management**" is aimed at creating the following competencies (parts of competencies) for students:

Table 2.1. List of competencies formed by students during the development of the course (results of the development of the discipline)

Competence code	Competence descriptor	Competence formation indicators (within this course)
GC-6	Able to identify and implement priorities for his or her own activities and ways to improve them based on self-assessment and lifelong learning	GC-6.5 Analyzes the main opportunities and tools of continuing education in relation to own interests and needs, taking into account conditions, means, personal opportunities, career stages, time perspective of activity development and labor market requirements;
		GC-6.6 Identifies self-development objectives, goals, and priorities for professional growth;
		GC-6.7 Categorizes tasks into long-, medium-, and short-term

3. COURSE IN HIGHER EDUCATION PROGRAMME STRUCTURE

The course refers to the core/variable/elective* component of (B1) block of the higher educational programme curriculum.

* - Underline whatever applicable.

Within the higher education programme students also master other (modules) and / or internships that contribute to the achievement of the expected learning outcomes as results of the course study.

Table 3.1. The list of the higher education programme components/disciplines that contribute to the achievement of the expected learning outcomes as the course study results

Competence code	Competence descriptor	Previous courses/modules, internships*	Subsequent courses/modules, internships*

GC-6	Able to identify and implement priorities for his or her own activities and ways to improve them based on self-assessment and lifelong learning	Introduction to the specialty Interdisciplinary module	Study practice Preparation for and passing the state exam

4. COURSE WORKLOAD AND ACADEMIC ACTIVITIES

The total workload of the course "**Career Management**" is 3 credits.
*Table 4.1. Types of academic activities during the periods of higher education programme mastering (**full-time training**)**

Types of academic activities	Total academic hours	Semesters			
		9	-	-	-
Contact academic hours	34	34	-	-	-
including					
Lectures	-	-	-	-	-
Lab work	34	34	-	-	-
Seminars (workshops/tutorials)	-	-	-	-	-
Self-study	64	64	-	-	-
Evaluation and assessment (exam/pass/fail grading)	10	10	-	-	-
Course workload	Academic hour	**108**	**108**	-	-	-
	Credits	**3**	**3**	-	-	-

5. COURSE CONTENTS
Table 5.1. Course contents and academic activities types

Modules	Content of the modules (topics)	Academic activities types
Module 1. Theoretical and methodological issues of business career management	Topic 1.1 Business career as a socio-economic category.	Lab work.
	Topic 1.2 Life plans and career.	Lab work.
	Topic 1.3. The main characteristics of the concept of "business career management".	Lab work.
Module 2. Practical activity in the organization for the management of career	Topic 2.1. Personnel management and career processes in the organization.	Lab work.
	Topic 2.2. Attracting, selecting and hiring new employees.	Lab work.

processes	Topic 2.3. Planning of career processes in the organization.	Lab work.
	Topic 2.4. Evaluation of works and employees.	Lab work.
Module 3. Practical recommendations for individual career management	Topic 3.1. Career goals and career planning	Lab work.
	Topic 3.2. Self-assessment from a career perspective. Professional orientation and choice of profession.	Lab work.
	Topic 3.3. Organization and regulation of individual career	Lab work.
Module 4. Specifics of career management of certain categories of employees	Topic 4.1. Features of career management of managers (executives) and young professionals.	Lab work.
	Topic 4.2. Specifics of career management of young professionals.	Lab work.

6. COURSE EQUIPMENT AND TECHNOLOGY SUPPORT REQUIREMENTS

Table 6.1. Classroom equipment and technology support requirements

Type of academic activities	Classroom equipment	Specialised educational / laboratory equipment, software, and materials for course study (if necessary)
Lecture	An auditorium for conducting lecture-type classes, equipped with a set of specialized furniture; a board (screen) and technical means of multimedia presentations.	-
Lab work	An auditorium for laboratory work, individual consultations, routine monitoring and interim certification, equipped with a set of specialized furniture and equipment.	-
Self-studies	An auditorium for independent work of students (can be used for seminars and consultations), equipped with a set of specialized furniture and computers with access to an electronic information and educational environment.	-

7. RESOURCES RECOMMENDED FOR COURSE STUDIES

Main readings:

1. Kabashov, S.Y. Moral, ethical and legal foundations of state and municipal management: professional ethics, personnel policy, career planning and anti-corruption : textbook / S.Y. Kabashov. — Moscow : RANEPA Case, 2014. — 216 p. — ISBN 978-5-7749-0944-5. — Text : electronic // Electronic library system "Lan" : [website]. — URL: https://e.lanbook.com/book/74989
2. Organization of veterinary business 2019.-300 p https://e.lanbook.com/book/142440

Additional Readings:

1. Nikitin, I.N. Veterinary entrepreneurship : textbook / I.N. Nikitin. — 4th ed., reprint. and add. — Saint Petersburg : Lan, 2018. — 372 p. — ISBN 978-5-8114-3160-1. — Text : electronic // Electronic library system "Lan" : [website]. — URL: https://e.lanbook.com/book/108461
2. Chaliapina, I.P. Strategic planning of the activity of the agro-industrial complex enterprise : a textbook / I.P. Chaliapina, O.Y. Antsiferova, E.A. Myagkova. — Saint Petersburg : Lan, 2017. — 140 p. — ISBN 978-5-8114-2390-3. — Text : electronic // Electronic library system "Lan" : [website]. — URL: https://e.lanbook.com/book/91874
3. Nikitin, I.N. National and international veterinary legislation : textbook / I.N. Nikitin, A.I. Nikitin. — St. Petersburg : Lan, 2017. — 376 p. — ISBN 978-5-8114-2316-3. — Text : electronic // Electronic library system "Lan" : [website].— URL: https://e.lanbook.com/book/90062
4. Professional ethics and deontology of veterinary medicine : textbook / A.A. Stekolnikov, F.I. Vasilevich, A.I. Yatusevich [et al.]; edited by A.A. Stekolnikov. — St. Petersburg : Lan, 2015. — 448 p. — ISBN 978-5-8114-1906-7. — Текст : электронный // Электронно-библиотечная система «Лань» : [сайт]. — URL: https://e.lanbook.com/book/64340
5. 5. Nikitin, I.N. Organization and economics of veterinary business: textbook / I.N. Nikitin. — 6th ed., reprint. and add. — Saint Petersburg : Lan, 2014. — 368 p. — ISBN 978-5-8114-1609-7. — Text : electronic // Electronic library system "Lan" : [website]. — URL: https://e.lanbook.com/book/44760

Internet sources

1. Electronic libraries (EL) of RUDN University and other institutions, to which university students have access on the basis of concluded agreements:
- RUDN Electronic Library System (RUDN ELS) http://lib.rudn.ru/MegaPro/Web
- EL "University Library Online" http://www.biblioclub.ru
- EL "Yurayt" http://www.biblio-online.ru
- EL "Student Consultant" www.studentlibrary.ru
- EL "Lan" http://e.lanbook.com/
- EL "Trinity Bridge"

2.*Databases and search engines:*
- electronic foundation of legal and normative-technical documentation http://docs.cntd.ru/
- Yandex search engine https:// www .yandex.ru/
- Google search engine https://www.google.ru/
- Scopus abstract database http://www.elsevierscience.ru/products/scopus/

Training toolkit for self- studies to master the course *:

1. The set of lectures on the course "**Career Management**".

2. Laboratory workshop on the course "**Career Management**".

   * The training toolkit for self- studies to master the course is placed on the course page in the university telecommunication training and information system under the set procedure.

8. ASSESSMENT TOOLKIT AND GRADING SYSTEM* FOR EVALUATION OF STUDENTS' COMPETENCES LEVEL UPON COURSE COMPLETION

   The assessment toolkit and the grading system* to evaluate the competences formation level (competences in part) upon the course study completion are specified in the Appendix to the course syllabus.

   * The assessment toolkit and the grading system are formed on the basis of the requirements of the relevant local normative act of RUDN University (regulations / order).

DEVELOPER:

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Position, Basic curriculum	Signature	Full name.

HEAD OF EDUCATIONAL DEPARTMENT:

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HEAD OF
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