Latvia University of Agriculture
Faculty of Engineering
Institute of Educations and Home Economics (IEHE)

Study direction: **Education and Career Counselling**
Master Studies
Degree resulted: **Master of Education (Mg. ed.) and qualification of Career Counsellor**
Full time face to face: **2 years, 120 ECTS**

No.	Course code	Course title	ECTS	Course developers
1.	Peda5025	Career Development Theories	6	Dr. paed. Vija Dišlere
2.	Psih5008	Communication Theories in Counselling	3	Dr. paed. B.Briede
3.	Peda6036	Career Service Management	3	Dr. paed. V.Dišlere, Mg. paed. I.Soika
4.	PedaP095	Investigation of Counselling Fields (practice)	3	Mg. philol. R.Baltušīte
5.	Psih6009	Human Life Cycles	3	Dr. psych. A. Vecgrāve, Mg. ed., Mg. paed. A. Zvīgule
6.	Peda	Employment and Job Searching I	3	Dr. paed. Maija Sirvide, Mg. ed. Jānis Pāvulēns
7.	Peda	Employment and Job Searching II	3	Dr. paed. Maija Sirvide, Mg. ed. Jānis Pāvulēns
8.	Peda	Social Inclusion and Multiculturalism	3	Dr.psych. A.Vecgrāve, Mg. ed., Mg. paed. A. Zvīgule
9.	Psih5011	Organizational Culture	3	Dr. psych. A. Vecgrāve, Dr. paed. B. Briede, Mg. paed. I.Soika
10.	JurZ6002	Legislation in Career Support System	3	Mg. jur. S.Pokotinskis
11.	Peda6022	Professional Ethics of Career Counsellor	3	Mg. paed. I.Soika
12.	pedaP096	Observation of Counselling (practice)	6	Dr. paed. V.Dišlere
13.	Peda6023	Theory and Methodology of Career Counselling I	3	Mg. philol. R.Baltušīte, Mg. ed. Jānis Pāvulēns
14.	Peda6024	Theory and Methodology of Career Counselling II	6	Mg. philol. R.Baltušīte, Mg. ed. Jānis Pāvulēns
15.	DatZ6005	IT in Career Counselling	3	Mg.paed., Mg.proj.mgmt O.Čivžele
16.	PedaP097	Counselling (practice)	18	Dr. paed. V.Dišlere
17.	Peda5022	Methodology of Scientific Research	6	Dr. paed., Dr. sc. ing. L. Pēks
18.	PedaP106,107	Counselling and Research (practice)	12	Dr. paed. Irēna Katane
19.	Peda6038, 6039, 6041, 6043	Master Thesis	30	Dr. paed., Dr. sc. ing. Ludis Pēks, Mg. paed. I.Soika, scientific advisors
		Totally	**120**	

Career Development Theories

Course abstract

6 ECTS: an exam.

Course developer: associate professor, Dr.paed. Vija Dislere

Compulsory in the professional master study program *Career Counsellor* in the 1ˢᵗ semester for full time students.

Course of study contributes to knowledge acquisition and promotes students' understanding of the major career development theories, presents the best scientists, who made efforts in developing the theories of career development and help develop an orientations for using theories in the career counsellor's practice. Trait and Factor Theory (Parson, Rodger, Williamson) - individual characteristics of alignment with the professional factors, which can be evaluated through testing: ability, achievements, interests, values and personal qualities. J. Holland theory of personality types: realistic, intense, artistic, social, enterprising and conventional personality type, their characteristics. Developmental theories of vocational behavior or Life – Span Theory (D.Super). Career maturity, the degree to which an individual is targeted to the choice of profession. Individual roles. E. Ginzberg's theory. Theory of occupational allocation (Blau, P., J. Roberts). Behavioral theory or Social learning theory (John D. Krumboltz) (Albert Bandura). Society interactive theory (Bill Low) - society's role and ways of influence in career development of individual. Personality development theory (A.Roe). Theory of rational choice of profession (Fukuyama Sh.). The human capacity to choose occupations that meet the individual needs and interests, goals and physical capabilities.

Learning Outcomes

Knowledge and understanding of career development theories and their use in practice.

Skills to analyze and evaluate career development theories and choose the most appropriate for customer at his/her different stages of career development.

Competence – able to navigate the career counselling program development and evaluation of life-long learning and professional challenges, using the knowledge and skills in the use of career theory; able to compare, analyze and evaluate and to substantiate and to express their views.

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Guidance (227-245)// Springer Science +Bussines Media B.V., ISBN: 978-1-4020-6229-2; e-ISBN: 978-1-4020-6230-8; 741 pages.

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Communication Theories in Counselling

Course abstract
3 ECTS: an accumulating exam.
Course developer: professor, Dr. paed. Baiba Briede
Compulsory in the professional master programme *Career Counsellor* in the 1st semester for full time students.
The course aim is cognition and development of communication theories and skills for counselling competence. The study course promotes development and evaluation of knowledge and skills on the philosophy of communication, its nature, types and functions, peculiarities of information perception, delivering and understanding. Students develop understanding on variety of communication and its models. An accent is put on *listen* and *hear* differences, skills to deliver a message, informative, critical and emphatic listening, conflicts, their types and solving, informative and persuasive speech, peculiarities of a dialogue making and communication with clients of various cultures. The students develop knowledge and share experience on team work and arrangement of corporative nets establishing contacts with various (informative and support) services and individual persons, on co-operation skills with various target groups. Themes on communication in organizations are outlined separately: communication ethics, communication models in an organization, team making, leadership, etc. An accent is put on the following communicative skills: effective communication/contacts with colleagues or clients by means of the appropriate language level, verbal and non-verbal communication elements, usage of interface and co-operation knowledge. The studenti also get a competence using various didactical methods in their presentations and public speeches. The students demonstrate skills of analysis, synthesis and evaluation of theoretical conclusions in coherence with the results of practical assignments. Two public performances according to previously worked out criteria which are discussed in a group are at the end of the course.

Learning outcomes

Knowledge: on nature of communication, philosophy, theories, models, types of communication and a dialogue (particularly on attitude, making of questions and answers) with representatives of various ages, cultures and social groups; interface and

co-operation with social partners and clients, communication in groups, performance and usage of didactical methods, making of teams and its work peculiarities.

*Skills***:** to communicate with the purpose to promote positive interface and deeper understanding of clients career development; to evaluate communication theories important for researches and practical activities; to make a dialogue; to perform using various didactical methods; to have a team making skills and evaluate its work peculiarities.

Competence: to be able to communicate in various situations in order to promote positive interface and deeper understanding of clients career development; to be able to make and keep a dialogue with representatives of various ages, cultures and social groups; to be able to evaluate an impact of one's own communication in work situations basing on usage of communication theories/cognitions in practice; to be able to make contacts and co-operate with social partners and clients; to be able to make a team and work in it according to its work peculiarities; to be able to perform in various audiences outlining information appropriately; to be able to develop one's competence and create innovative solutions as a career counsellor.

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Career Service Management

Course abstract
3 ECTS: a test with a grade
Course developers: assoc. professor, Dr. paed. Vija Dislere; lecturer, Mg. paed. Inita Soika
Compulsory in the professional master programme *Career Counsellor* in the 4th semester for full time students.

Students acquire knowledge about the processes of career development support system and career service management in the world and in Latvia. Within the course, students obtain knowledge about resources, models, possibilities and kinds of ensuring career services in lifelong learning, as well as knowledge about the basic principles of management theory, strategic planning and management of quality and human resources. Students develop ability to analyze and plan service development, elaborate information resources and form materials for client support in decision making, organize and administer career service establishment

Learning outcomes

Knowledge: on career development support system, career services management processes and providing resources, it possibilities and ways of the context of life-long learning, of management theory principles, of human resources and quality management.

*Skills***:** to analyze and plan development of career services.

Competence: be able to develop information resources and develop materials to support client decision-making, organizing and managing the career service in practice.

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Investigation of Counselling Fields

Course abstract
3 ECTS: a test with a grade.
Course developers: associate professor**,** Dr.paed. Vija Dišlere; lecturer, Mg.philol. Regīna Baltušīte

Compulsory course in the professional higher education Master study programme *Career Counsellor* during the 1st semester of full-time studies.

During practice students are acquainted with the specificity of a career counsellor's work and the development of a network for co-operation in different organizations, and they prepare for the independent professional activities of a career counsellor; they perfect their research knowledge and skills.

Learning Outcomes

Knowledge on the specificity of different organizations in the field of career counseling and the development of a network for co-operation.

Skills – analysis, interpretation and presentation of experience gained during practice.

Competences – the students are aware of the research theme and topicality of their Master Thesis, field and specificity of activities, and the necessity for perfection of professional skills.

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Human Life Cycles

Course abstract
3 ECTS: a test with a grade.
Course developers: assistant professor, Dr. psych Anita Vecgrāve; lecturer, Mg. ed., Mg. paed. Anda Zvīgule.
The aim covers the assessment of factors of career development in different life cycles and the factors which influence one's choice of career and its development – work exhaustion, stress, crises, change of employment and unemployment. The course *Human Life Cycles* covers issues as follows: interpretations of personality development from the point of view of different psychological schools; the peculiarities of making a career in different times of one's life; the factors of person's professional growth; phenomenas of choises in different times of one's life; acmeology; burn-out.

Learning Outcomes

Knowledge – students obtain knowledge about interpretations of personality development from the point of view of different psychological schools and about the peculiarities of making a career in different times of one's life.

Skills – on successful completion of the course the students are able to identify the factors which cause crisis, work exhaustion, stress, as well as signs of employees' self-actualization.

Competences – the students are able to judge about the factors of person's professional growth in different cycles of their life.

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Employment and Job Searching I

Course abstract

3 ECTS: a test with a grade.

Course developers: assistant professor, Dr. paed. Maija Sirvide; lecturer, Mg. ed. Jānis Pāvulēns.

Compulsory in the professional master programme *Career Counsellor* in the 2nd semester for full time students.

The aim of the Course is to provide theoretical insight and practical skills ensuring professional support for clients during the process of searching for employment. Students obtain necessary knowledge and skills for making self-analysis programs of resources for employment searchers and labour searching plan, as well as for preparing documents (Curriculum Vitae, application letter, applications, etc.) necessary in the process of searching for employment, and for conducting job interviews. During the course real examples and reflections of students' own experience are used. The course content comprises changeable labour world. Influence of globalization and information technologies development to the job searching process. Position of an employer and employee in the labour market – common and diverse traits. Importance of job regarding the stages of human life. Job searching motivation. Strategies, methods and ways of job searching. Job searchers' resources. Job searchers' state of health and work environment risk factors. Curriculum Vitaes, their types and differences. Application letters, motivation letters, work application and staff inquiry forms, necessity of their filling and

specific features. Labour and corporative contracts. Advertisements of employers and employees in media. Businesslike contacts, communication peculiarities in the labour environment. Role of social network for effective job searching. Content of the job interview, stages of the interview. Basics of job interview self-analysis.

Learning outcomes
Knowledge: on the job searching process, its types and methods, social networking, labour safety, and labour medicine in career counselling;
Skills: to evaluate the job searching process within a position system of an employer and employee, evaluate critically client's abilities to develop a career development plan according to requirements of the labour market, analyze applied writings and job interviews used during the job searching process, make self-analysis programmes of job searchers' resources;
Competence: to provide professional support to the client while he/she is in job search process.

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Employment and Job Searching II

Course abstract
3 ECTS. Exam.
Course developers: assistant professor, Dr. paed. Maija Sirvide, lecturer; Mg. ed. Jānis Pāvulēns.
Compulsory in the professional master programme *Career Counsellor* in the 4th semester for full time students.
The course offers theoretical insight and practical skills ensuring professional support for clients during the process of searching for employment or launching business. Within the framework of the course an understanding is developed regarding the structure of labour market, basic principles of labour relations and human resource

management, the role of career counsellor in human resource management is analyzed, and theoretical and practical aspects of career guidance within organisations are discussed.

Demand and supply in labour market. Employment and unemployment. Career counselling of unemployed clients. Choice in the labour market: work for an employer or engage in commercial activity. Career guidance in the stage of launching a business. Role of career guidance in personnel planning and recruiting. Employees searching strategies. Individual and group interviews in the process of personnel's selection. Suitability of employees. Career counselling in the adaptation process of new employees. Assessment of personnel. Planning and management of employees' career. Development of the motivation program for company's personnel. Outplacement as a part of employee's dismissal.

Learning outcomes

Knowledge: on labour market structure and its characteristic features, labour market development tendencies, unemployment as socioeconomic and psychological problem, basics of entrepreneurship, as well as understanding of personnel planning, recruiting, evaluating and employee's dismissal;

*Skills***:** to draw up a job description, to manage job interviews, to create and evaluate employees' individual career development programs;

Competence: to research and analyse labour market and national economy development tendencies, and apply current information for research and counselling, to provide professional support to the employers in the process of human resource management.

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12. Date basis: *Science Direct, Scopus, Eric*

Social Inclusion and Multiculturalism

Course Abstract

3 ECTS: a test with a grade.

Course developers: assistant professor, Dr. psych Anita Vecgrāve, lecturer, Mg. ed., Mg. paed. Anda Zvīgule.

Compulsory in the professional master programme *Career Counsellor* in the 2st semester for full time students.

The course aim is to develop cognition of several cultures, races, social status and groups, minorities, special needs clients integration into the educational system and labour market. Skills to indentify client's progress, to evaluate his social needs, to give an advice and to choose career direction according to possibilities of professional adaptation.

Learning outcomes

Knowledge and understanding of the client's integration process in the education system and labour market. Awareness of clients with special needs diagnostic groups. Awareness of the socially excluded client groups and supporting facilities respecting laws and regulations. Awareness of characteristic trends of multinational clients, adapting their ability and interests to local conditions. Supporting clients to adapt their personal qualities, abilities and skills with necessary competences for individual career directions.

Skills to diagnose and evaluate possibilities of professional adapting; to integrate and use knowledge for promoting social integration to clients with different backgrounds and cultures according to laws and regulations; skills to implement and evaluate educational training programs for people with disabilities realizing their education for sustainable development.

Competence - able to evaluate and use knowledge of the consulting socially excluded clients, people with disabilities and multinational clients implementing democracy, and education for sustainable development in the EU context, including vocational training and qualifications of people with disabilities, the need for lifelong learning, flexible adapting to the requirements of the region; education as a resource to realize sustainable human and environmental interactions.

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Organizational Culture

Course abstract

3 ECTS: a test with a grade.

Course developers: assistant professor, Dr. psych Anita Vecgrāve, professor, Dr. paed. Baiba Briede, lecturer, Mg. paed. Inita Soika.

Compulsory in the professional master programme *Career Counsellor* in the 1st semester for full time students.

The course aim is to develop understanding on peculiarities and dimensions of organizational culture, affecting factors, levels, leaders role, its development, management and clients adaptation to a particular organizational culture. The course provides knowledge about the development of modern organizations in the changing contemporary world and the theoretical paradigms of organization culture with emphasis on the factors increasing the efficiency of contemporary organizations. The course promotes critical and creative thinking skills by analyzing the components and levels of organization culture. The study course is designed to develop students' knowledge about the internal and external factors which affect organization culture, about the role of favourable psychological conditions and the issues concerning diagnostics of the organization culture model. The course provides analysis of peculiarities of clients' adaptation within a particular organization culture.

Learning Outcomes

Knowledge – students have obtained the basic knowledge about the efficiency requirements of organization culture, the maintenance, management and change of organization culture, and about efficient personnel management.

Skills – students are able to estimate the factors which affect the organization culture and culture related processes within an organization.

Competences – the students have acquired the necessary competence to apply the theoretical knowledge of the study course in the analysis of organization culture making connections between the cultural influence and a client's model of career development.

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Legislation in Career Support System

Course abstract
3 ECTS: a test with a grade.
Course developer: lecturer, Mg. jur. Stepans Pokotinskis
Compulsory in the professional master programme *Career Counsellor* in the 2nd semester for full time students.
The goal of the course is to provide knowledge on the legal regulation of public relations nowadays and on the leading branches of law – human rights, constitutional rights, administrative rights, criminal rights, and civil rights. Students gain knowledge and skills in learning, translating, and practically enforcing the legal framework of activities concerning the career support system. The course allows students to exercise their rights in planning and managing their career and to advance on the career development.

Learning outcomes

Knowledge: basics of law science, the evolution of the idea of rights, the functions and role of rights nowadays, and on the legal framework of activities concerning the career support system. An understanding is developed of Latvia's leading branches of law – constitutional, administrative, and civil rights.

*Skills***:** skills are developed in being competent in the legislation related to career counselling and in identifying legal problems and the facts needed to solve these problems by using the sources of law for career consultancy in practice.

Competence: students are competent in the legislation and in providing consultancy and advisory services, using legal acts.

Bibliography

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Professional Ethics of Career Counsellor

Course abstract

3 ECTS: a test with a grade.

Course developer: lecturer, Mg. paed. Inita Soika

Compulsory in the professional master programme *Career Counsellor* in the 1st semester for full time students.

The course develops and evaluates the knowledge and skills of professional ethics, its nature, principles, moral reasoning and philosophical approaches career counseling. Students have an understanding of the professional conduct of career counselling in various aspects of educational models and approaches as well as modern multi-cultural development of the moral and cultural values. Particular emphasis is put on a career counsellor's self development, based on ethical guidelines: attitudes, responsibilities and obligations of the expression of honest conduct, ethical issues between the solution with customers, as well as convictions under the supervision of their ethical professional conduct. There is an accent of professional ethics for different client groups in a multicultural environment, having regard to the Western and Eastern cultural value differences in career counselling. Students have an understanding of the career consullor's professional conduct guidelines / codes / standards of Latvian and the world,

the nature and necessity of using different groups of customers. Based on the ethical and moral principles, the students are able to use acquired knowledge and skills of career counselling, a professional personal centered ethical treatment of clients in any counselling situation.

Learning outcomes

Knowledge of the principles of professional conduct of career counselling and integration of different theoretical approaches of personal needs, values for career perspective. There is an understanding of professional ethics in various educational models and approaches as well as a modern multi-cultural moral development and cultural values; user level of ethical and moral reasoning, as well as ethical and professional conduct of their job duties and responsibilities.

Skills to take personal inventory of career resources, to act accordance with the principles of professional ethics in different problem situations. Is the ability to help clients understand and assess his/her personal qualities, abilities, skills and mapped into a chosen career direction.

Competences to organize personal centered ethical counselling services and foster individual development of professional career counselling as well as the individual development of ethical standards and guidelines.

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Observation of Counselling

Course abstract

6 ECTS: a test with a grade.

Course developer: associate professor, Dr.paed. Vija Dislere

Compulsory in the professional master study programme *Career Counsellor* in the 2nd semester for full time students.

The aim of the course is to observe and understand the specific of counsellor's work and used methodology chosen with a master's work-related topic in the institution, or company, or organization. In the course of practice the students get acquainted with the specification of the counsellor's work and with the formation of cooperation system in different organizations, considering the characteristics of age group and tasks of counselling for students or job seekers in both ways group and individually. Students have possibility to watch the counsellor's work and methodologies which have been used; analyzing organization's and counsellor's nature of the work, looking at the legal and labor law issues. Students- trainees carry out work on the theoretical foundation of master paper within the theme, they are making links with theoretical knowledge acquired during study lessons and a career counsellor's field work. The students develop themselves professionally and are prepared to professional activities; they develop their research skills as well.

Learning Outcomes

Knowledge and understanding of the institutions, companies and organizations' job specific and of the concrete career counselling work with clients.

Skills to observe and analyze the preparatory phase of the counselling, the counselling and the methodology used. The ability to discern the differences of counselling manner, the ability to listen and analyze client's needs, the ability to describe client's individual and group counselling processes, the ability to analyze and evaluate the counselling process.

Competence – able to estimate institutions and the counsellor's job specificity, looking at the legal and labour law issues. Able to use independently the knowledge and skills to analyze the counselling process and to predict the future counsellor and client cooperation model, able to carry out theoretical studies. Able to make independent decisions, to be free, confident, independent and responsible.

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Theory and Methodology of Career Counselling I

Course abstract

3 ECTS: a test.

Course developers: lecturer, Mg.philol. Regīna Baltušīte; lecturer, Mg.ed. Jānis Pāvulēns

Compulsory in the professional higher education master study programmme *Career Counsellor* during the 1st semester for full-time studies.

Within the study course students acquire the theories of career counselling, the peculiarities of a career counsellor's personality, the stages of counselling process, the methods for the establishment of contact with a client, the types of counselling, the methods for the studies of a client (observation, interview, content analysis and others).

Learning Outcomes

Knowledge on the most significant career counselling theories, client research methods and types of counselling.

Skills – establishment of contacts with clients from different groups, understanding and evaluation of their individual differences and desires, studies and evaluation of a client's needs and their connection with the desires and possibilities.

Competences – client-oriented attitude towards counselling, ability to develop counselling methodology and programmes, approbation and evaluation of them, choice of corresponding types of counselling; aggregation and analysis of data obtained within the process of career counselling; designing of assistance for a client for the commensuration of client's individual qualities, abilities and skills with the competences, necessary for the chosen trend of career.

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Theory and Methodology of Career Counselling II

Course abstract

6 ECTS: an exam.

Course developers: lecturer**,** Mg.philol. Regīna Baltušīte; lecturer, Mg.ed. Jānis Pāvulēns

Compulsory course in the professional higher education master study program *Career Counsellor* during the 2st semester for full-time students.

Within the study course the students acquaint themselves with the methods for the studies and perspective evaluation of a client's personality. They acquire the counselling in the multicultural environment, at educational establishments and in risk groups. They learn to develop the programmes for career counselling, using the methods of career counselling, and to design the developmental programmes. The students acquire the documentation and the significance of supervision for the counsellor's work.

Learning Outcomes

Knowledge on the multicultural counselling and counselling in risk groups, on the requirements regarding the preparation of clients' files, on the counselling activities at educational establishments.

Skills – counselling in the multicultural environment and risk groups, organization of counseling activities at educational establishments, counseling of pupils of different age groups and students concerning the matters of career selection; evaluation and understanding of clients' individual differences and desires; counseling of teachers on the career selection within the educational content.

Competences - ability to integrate the theoretical knowledge on career counselling into the practical activities of counselling in conformity with the specificity of organizational performance, specialization of professional activities and target audience,

environmental, including situational, context; provision of assistance to the client for the commensuration of client's individual qualities, abilities and skills with the competences, necessary for the chosen trend of career; development of an individual programme for career counselling, introduction and evaluation of it within the context of lifelong learning, as well as counselling and assistance of a client concerning decision-making; awareness of the role of supervision and self-development for the career counselor's activities; combining of different approaches to counselling; critical evaluation of research results.

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IT in Career Counselling

Course abstract

3 ECTS: a test with a grade.

Course developer: lecturer, Mg.paed., Mg.proj.mgmt. Olga Čivžele

Compulsory in the professional master programme *Career Counsellor* in the 2nd semester for full time students.

Master students acquire skills in databases design and editing, presentations making and using. Skills in preparing different types of electronical documents get acquired. Master students get acquainted with different ways of using ICT.

Learning outcomes

Knowledge about data protection, electronical questionnaire making, research results processing, creating and using databasis, making presentations, ICT using and information searching.

Skills in creating and using databasis, searching and selecting information by key words and selection criteria, relevant communication way choosing for people of different age and social groups, in research results electronic processing tools, in making MS PowerPoint presentations integrating mumtimedia objects and research results.

Competence in information aggregating in databasis, in searching on the internet (including online databasis) for necessary information, in virtual communicating with people of different age and social groups, in research results processing and visual material preparation for presentations.

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Counselling

Course abstract
18 ECTS: a test with a grade.
Course developer: associate professor, Dr.paed. Vija Dislere
Compulsory in the professional master study program *Career Counsellor* in the 3rd semester for full time students.
The aim of the course is to develop and improve student's ability to take a career counsellor's responsibilities within the practice mission, working with various clients (students, adults), different age and sex of people (motivated and unsubstantiated). Practicing in individual and group counselling, half of practice time trainees work as an assistant counsellor, half-as a counsellor. In the course of practice the students get acquainted with networking among various institutions and organizations dealing with career counselling, reinforce previously acquired basic skills in counselling, establishing client's individual career development programs and evaluating them together with clients, testing the new counselling techniques and analyzing them. Students help customers to write CV, cover letter and advertisements, to lead business interviews. Students develop themselves professionally and are prepared for professional activities independently; they develop their research knowledge and skills as well.

Learning Outcomes

Knowledge and understanding of customer growth factors and the individual dynamics of activities; knowledge and understanding of networking in the various institutions and organizations dealing with career counselling.

Skills to synthesize and to use the practical knowledge of all the above of study courses. Ability to organize and carry out customer advice for various ages and education people. Skills:
- to establish contact with the client;
- to inform, to persuade, to support and to make feedback to the client;
- to search, select and systematize information;
- to estimate clients' individual differences;
- to evaluate the client's wishes and needs;
- ability to use different detection methods with different types of customers;
- to build a client's individual career development programs and to assess them together with clients;
- to work with career tests;
-to support the customer in writing CV, covering letter and the announcement;
-preparing and conducting job interviews.

Competence- able to analyze, synthesize and use knowledge and skills of all the above of study courses in new situations and in different ways, doing a career counsellor' work. Able to work with different age and education customers, both individually and able to lead a group counselling, able to assess the client's situation. Able to self-education and self-realization.

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Methodology of Scientific Research

Course abstract
6 ECTS: a test in the 1st semester, an exam in the 4th semester.
Course developer: professor (emeritus), Dr. paed. Dr. sc. ing. Ludis Pēks.
Compulsory in the professional master programme *Career Counsellor* in the 1st and 4th semester for full time students.
The course comprises knowledge, skills and reflection abilities (considering ethics of research and philosophical aspects) on theoretical, empirical (experimental) kinds of

researches and methods, designing a course, as well as to do master and supervise bachelor level researches.

Philosophical and ethical aspects of investigations. Ecological approach in pedagogical investigations. Working out of the research design. Quantitative and qualitative research methods. Measurement theory. Observations, inquiries, experiments. Parametric and non-parametric data processing methods, usage of IT. Expert evaluations. Hierarchy analysis. Psychological tests. Research ethics. Cooperation with psychologists. Working out of methodological materials, publications, bibliography and Master theses and designing them. Making of presentations.

Learning outcomes

Knowledge: on types of theoretical and empirical investigations, their planning and ethics, cooperation with psychologists, ascertaining of information necessary for the investigations, data obtaining and processing, presentation and publishing of results of the investigations as well as possibilities of non-formal and informal education for complementation of knowledge.

Skills: to plan the investigation, choose and evaluate information necessary for investigations and data obtaining and processing methods ethically, to implement adaptation and approbations of the methods, data processing and making of presentations using IT, to present results of the investigations.

Competence: to carry out the investigation in cooperation with psychologists taking a responsibility of its ethics and work out the Master's thesis, to speak in conferences and seminars, to supervise general education and Bachelor level theses, to work out methodologies of counselling and prepare publications, to develop the competence of research methodology using the possibilities of informal education, to choose types of continuing education and research problems.

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Counselling and Research

Course abstract

12 ECTS: a formative test without grades and an exam

Course developer: assoc. professor, Dr. paed. Irēna Katane

Compulsory Course: Professional Master study programme *Career Counsellor* is divided into two periods:

Counselling and Research I (PedaP106): full time study programme 3rd semester (6 ECTS),

Counselling and Research II (PedaP107): full time study programme 4th semester (6 ECTS).

Aim of Study Course: the development and improvement of students' knowledge, skills and competences on career counselling and research in the environment of professional work, in practice, using the acquired knowledge and skills, supplementing and improvement them according to practice in organizations, clients needs, particularity of situations researches.

Counselling and Research is a *practice* where students take part in different career counselling and research activities; plan their work, organization, control and assessment in various organizations, including educational establishments. In this practice, students singly carry out counselling and research; according to particularity of clients, functions of organization and situation, in career counsellor's work using knowledge and skills, developing and improving counselling and research competences which they obtained in the framework of various study courses, including *Research Work Methodology*.

The Content and Organization of Practice: Counselling and Research is a *practice* during which students develop, master and testify knowledge, skills and competences in career counselling and research: can carry out an analysis of situation, different type of data acquisition etc. can help the client to solve problems unaided, choosing and applying already known or working out their own consulting methodology, offering: 1) clients the necessary information, support of professional career consultant, int.al. pieces of advice and/or 2) organization self-worked out consulting conception, strategy or programme. Students evaluate their own consultative work's effectiveness under way of research and based on the results of research, work out recommendations for career consultants, their clients and/or administration of organization. *Counselling and Research* practice takes place during 8 weeks. It has two periods: 1) *Counselling and Research I* full time study programme in the 3rd term (4 weeks) and part time study programme in the 4th term (4 weeks); 2) *Counselling and Research II* full time study programme in the 4th term (4 weeks) and part time in the 5th term (4 weeks).

The Subject Connection with Other Study Subjects: Theories of Career Development, Communication Theories in Counselling, Career Service Leading, Study of the Field of Counselling, Human Life's Cycles, Labour Market and Employment, Aspects of Social Integration and Interculture, Culture of Organization, Legislation in Career Support System, The Professional Ethics of Career Consultant, Consulting and Observation (practice), The Theory of Consulting and Methodology, The Process of Job Searching, Informatics Technology in Career Consulting, Consulting (practice), Research Work Methodology.

The Control and Evaluation of Knowledge, Skills and Competences: At the end of the first period of practice students take a test without any grade but at the end of the second period of practice students pass an exam, publicly defending the report of their practice, preparing Microsoft Power Point presentation beforehand. The assessment of the exam consists of: student's self- assessment of the work done during the practice, evaluation of a mentor in practice institution, assessment of the written and duly submitted practice

report, assessment of public presentation, including assessment of discussion culture with examination commission and audience.

Learning Outcomes
Knowledge : highly specialised knowledge on methology of career counselling and research (in the level of use) that is acquired during study courses before practice *Counselling and Research.*
Skills: specialised critically thinking and problem-solving skills, including skills to plan, organize, lead, analyze and evaluate counselling services and research as well; use IT for information acquisition, summarization, analysis and evaluation, acquired data mathematical processing and comparison of results; to choose and use appropriate data acquisition and processing methods for research aims, tasks and target audience; to analyze and evaluate acquired results; to self-educate: based on self-assessment can constantly acquire and store new knowledge as well as to improve already existent knowledge and skills.
*Competences***:** manage and transform counelling and research work contexts, using career counselling theoretical knowledge and skills in independent counselling work and research according to the particularity of the chosen practice place: the particularity of organization work, professional working profile and target audience, environment, including context of situation; using the acquired theoretical knowledge and skills in research methodology planning and carrying out researches in the field of career education and career counselling according to the topic, aim and tasks of research; able to coordinate career counselling aims with research aims during the practice realizing chosen or self-worked out counselling methodology, concepts, strategies or career educational programmes etc. approbation and evaluation based on the client-centered approach; able to carry out research with scientific and practical significance (value) in the field of career counselling; able to self-evaluate counselling effectiveness based on during research acquired analysis and evaluation of results; able to make decisions constantly in one's professional work's field as well as to take responsibility for one's work; able to analyze and evaluate disadvantages of one's consulting and research work, marking further professional development's perspective, defining future professional growth's aims and tasks.

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Master Thesis

Course abstract

30 ECTS: four tests and a defence of Master thesis.

Course developer: professor, Dr. paed., Dr. sc. ing. Ludis Pēks; lecturer, Mg. paed. Inita Soika

Compulsory in the professional master programme *Career Counsellor* from the 1st to 4th semester for full time students.

The course aim is to promote research competencies, ability to use career counselling theories and practice development, to develop in-depth independent research skills and abilities, as reflected in the thesis, as well as defend the thesis. Master thesis is a scientific and exploratory work, attesting to master the theoretical and practical training for professional career counselor responsibilities at various institutions and enterprises in accordance with professional standards requirements. Authors study current scientific or practical career counselling problems. Master thesis in the field of career counselling is a research work which confirms theoretical and practical readiness of master student to perform professional obligations of career counsellors in the various institutions in conformity with profession standards. Students have to accomplish studies on topical

scientific or applied problem of career consulting. In the creating process of Master thesis the students in cooperation with the scientific advisor formulate object, subject, purpose, hypothesis, objectives and certain research methods, develop an individual plan. Students acquire competence of carrying out theoretical and empirical study and defend the thesis.

Learning outcomes

Knowledge: on characteristics of master thesis in the field of career consulting, analyze and to solve problems of study. Students understand objectives and obligations of the study. Students know how to choose a subject of study which is based on theoretical and practical aspects of career counselling. Students know how to formulate object, aim, hypothesis, objectives and definite research methods as well as they know how to reflect self-experience of research topic.

Skills: to develops research work skills and applies the qualitative and quantitative research methodologies engaging as well as know how it reflect in the master thesis.

Competence: to be able to gather information about study and to evaluate used theoretical approaches, theories and models. Students are able to experiment and know how to process data. Students are able to evaluate study results and to formulate conclusions and recommendations. Students are able to defend Master thesis.

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