Career Management: 37:533:317:01
Fall 2012

Tuesdays and Fridays
8:40 a.m. – 10:00 a.m.
Location: Livingston Classroom Building, 110

Professor: Lisa E. Alexander, M.A.
Teaching Assistant: Monika Navandar

Required Readings:

Getting from College to Career by Lindsey Pollak - published by Collins (2007) – ISBN: 978-0-06-114259-8

Get a Life, Not a Job by Paula Caligiuri - published by FT Press (2010) – ISBN: 978-0-13-705849-5

Additional resources are available at: http://www.CareerManagementCourse.com
Class material will be posted on Sakai at: https://sakai.rutgers.edu

Office Hours:

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E-mail (Professor Alexander): Alexander@business.rutgers.edu
Office hours: By appointment
(Levin Building: Rutgers Business School (RBS) Office of Career Management (OCM) – Undergraduate Office, 1st Floor)

Course Objectives:

This course will provide undergraduate level students an overview of career management topics including the changing employment reality, career stages, and career paths. In addition, the topics for this course will cover the most salient phases of career management including understanding self-assessment results, preparing for the job market, understanding the job search process, and maximizing effectiveness in career development. Basic personal career enhancing skills will also be addressed including resume writing, interviewing skills, work-life harmony, and relocation. As a core class within the Human Resource Management (HRM) major, this course is relevant as HR managers are often placed in the role of advising others with respect to their careers while simultaneously managing their own. This course will be personally-focused offering a basic introduction to the issues relevant for students' current and future career management.

Examinations:

There will be two non-cumulative examinations as noted on the course schedule. Make-up policy: An examination grade of "0" will be assigned to any student who does not have an excused absence as defined on the syllabus.

Students with learning disabilities should present a statement to that effect with appropriate documentation as early in the semester as possible, but certainly prior to the first midterm examination. A makeup exam will be held at a time convenient to the instructor when all students needing to take the makeup can be present. An examination cancelled by the instructor will be held at the next regularly scheduled class period.

Assignments:

Ten assignments are to be submitted in class on the date indicated on the syllabus. Each assignment is worth 10 points. Late assignments will not be accepted without a valid excused absence. Ensure you answer all parts of the assignment. Each assignment must be typed and well written and will be graded on a scale from 0 to 10.

In-Class Participation:

This is a highly interactive class and participation comprises 25% (100 points) of your final grade. Students can learn a tremendous amount from each other - you should feel free (and be prepared) to provide your comments, ask thoughtful questions, and share your own experiences with the class. Moreover, active engagement with course ideas and concepts (i.e., thinking about how they apply and why, generating questions or examples) helps develop well-rounded, reasoned judgments. Finally, research shows that students learn more when they are engaged and participate actively. For these reasons, active participation is an important class component.

To receive the maximum credit for participation I expect attendance and full participation in class discussions. Attendance will be taken at each class. Five points will be deducted for each **unexcused absence**. However, just showing up for class will not be enough to get full credit. I expect thoughtful comments/questions per class meeting in order to receive full credit in class participation. Points can also be lost for egregious classroom conduct (as described below).

To create an environment conducive to learning, the following are NOT permitted in the class:

- All electronic devices, computers, cell phones, pagers, and text messaging devices.
- Napping
- Disruptive talking
- Reading non-class material
- Arriving late / Leaving early

Excused Absence:

Excused absences include illness (verified by a note from a doctor); inclement weather only when the Rutgers Information Service 848-932-INFO) indicates that Rutgers is closed; religious holidays, or when the instructor emails the class announcing class is suspended.

Grading:

Midterm Exam: 25% (100 points)
Final Exam: 25% (100 points)
Assignments: 25% (100 points)
Participation: 25% (100 points)
Total: 100% (400 points)

Schedule and Topics:

Tuesday, 9/04: Course Introduction

Friday, 9//07: The New Employment Reality and Labor Market Trends

Readings: Caligiuri-Ch. 1 and additional readings:

1. http://www.paulacaligiuri.com/blog/riding-scrambler-past-decade-and-your-employment-reality-next-decade
2. http://money.cnn.com/magazines/fortune/most-admired/2012/full_list/

Other Resources: Bureau of Labor Statistics at http://www.bls.gov/home.htm
: Class Power Points (Labor Market PP) *

Tuesday, 9/11: Career Stages & Portfolio Careers

Readings: Career Stages

1. http://www.paulacaligiuri.com/blog/read-paying-college-tuition
2. http://www.quintcareers.com/career_development.html
3. http://www.humanresources.hrvinet.com/stages-of-career-development/

Readings: Portfolio Careers

1. http://www.fastcompany.com/article/work-smart-freelance-survival-skills
2. http://www.kiplinger.com/quiz/small-biz-startup/
3. http://www.cnn.com/2010/LIVING/01/26/odd.businesses/index.html
4. http://www.jonathanfields.com/blog/37-inspirational-motivational-videos/

Friday, 9/14: Introduction to Self-Assessment Theories

Readings:

1. Career Interest Profiler (Holland)
2. Personality Index
3. Career Values Scale

Other Resources: Class Power Points (Self-Assessment PP) *

Tuesday, 9/18: Introduction to Self-Assessment On-Line Tools

Myers Briggs: http://similarminds.com/jung.html

Careers Value Scale; Career Interests Profile (Holland); Personality Index; all three at: http://quintcareers.testingroom.com/ (try the free versions)

Keirsey Temperament Sorter (KTS-II): http://www.keirsey.com/sorter/instruments2.aspx?partid=0

Enneagram Type Indicator: http://www.9types.com/rheti/index.php (free version)

Friday 9/21: Self-Assessment Interpretations

Assignment 1 Due: Summarize your self-assessment results: Myers Briggs, Career Interests Profile (Holland), Keirsey Temperament (KTS-II), and Enneagram Type and

explain what each of these results mean for identifying your career options. Based on these results, describe the characteristics of your ideal career.

Introduce Assignment 2: O*Net Resource Center: http://www.onetcenter.org/

Tuesday, 9/25: Career Exploration

Readings: Caligiuri-Ch. 2 and Pollak, Ch. 3

Assignment 2 Due: Visit O*Net and select My Next Move. Go to "Tell us what you like to do" (Holland) and identify two career options based on your results. Next enter your career options in "search careers with key words" and print the position profiles. Next go to O*Net online (bottom of profile) and print the summary report. Explain in detail how these position profiles match with your self-assessment results?

Introduce Assignment 3: Career Paths / Ladders

Friday, 9/28: Career Paths / Ladders

Other Resources: Class Power Points (Career Exploration PP) *

Assignment 3 Due: Using O*Net, BLS, and other online resources create a career ladder for each of your career options. Specifically, identify two entry-level positions, one mid-career individual contributor position and one mid-career manager position, and one senior individual contributor position and one senior manager position.

Introduce Assignment 4: Occupational Outlook Handbook: http://www.bls.gov/oco/
: Google Finance: http://www.google.com/finance

Tuesday, 10/02: Market Research

Occupational Outlook Handbook: http://www.bls.gov/oco/
Google Finance: http://www.google.com/finance

Assignment 4 Due:
Visit the Occupational Outlook Handbook and enter your two career options and write a summary of the Job Outlook including employment change, job prospects, top industries, and earnings. Also, for each career option identify five targeted firms/organizations.

Introduce Assignment 5: P-O Fit
http://www.keirsey.com/sorter/instruments2.aspx?partid=0

Friday, 10/05: Person-Organization Fit, Organizational Culture

Readings: Caligiuri- Ch. 4 (pp. 96-110)
Other Resources: Class Power Points (Career Exploration PP) *

Assignment 5 Due: Review your Keirsey temperament results at:
http://www.keirsey.com/sorter/instruments2.aspx?partid=0
and answer the question: What personal insight did you gain from the KTS-II regarding your temperament? Based on the results (and your own self-awareness), describe in detail what type of organizational culture would be best for you?

Introduce Assignment 6: SAGE (Self-Assessment for Global Endeavors)

Tuesday, 10/09: Geography- Location, Relocation, and Global Mobility

Readings:

1. http://www.paulacaligiuri.com/blog/location-location-location-and-its-influence-your-career
2. Articles on relocation: http://www.quintcareers.com/relocation_resources.html

Assignment 6 Due: Please complete the Self-Assessment for Global Endeavors (The SAGE) privately (password given in class) and summarize your results. What personal insight did you gain from The SAGE with respect to a possible international career?

Friday, 10/12: Developing Skills and Abilities

Readings: Caligiuri-Ch. 3 and Pollak – Ch. 5 & 6

1. http://career-advice.monster.com/in-the-office/starting-a-new-job/business-skills-for-new-graduates/article.aspx
2. http://career-advice.monster.com/in-the-office/starting-a-new-job/build-work-relationship-with-boss/article.aspx

Other Resources: Class Power Points (Career Exploration PP) *

Tuesday, 10/16: Internal Mobility and Performance Management

Readings: Caligiuri- Ch. 4 (pp. 83-96)

1. http://career-advice.monster.com/in-the-office/starting-a-new-job/prove-yourself-again-first-review/article.aspx
2. http://career-advice.monster.com/in-the-office/starting-a-new-job/how-well-are-you-really-performing-/article.aspx

Other Resources: Class Power Points (Career Exploration PP) *

Friday, 10/19: Personality tests, cognitive ability tests, and other assessments

Readings:

1. http://www.asktheheadhunter.com/gv000802.htm
2. http://www.washingtonpost.com/ac2/wp-dyn/A4010-2005Mar26?language=printer

Other Resources: Class Power Points (Career Exploration PP) *

Mid-Term Review

Tuesday, 10/23: MIDTERM EXAM

Friday, 10/26: Managing personal resources: time, money, and energy
: Work Life-Harmony

Readings: Caligiuri – Ch. 5, 6, 7 and also:

1. http://www.forbes.com/2009/11/02/stress-relief-tips-lifestyle-health-stress.html
2. http://www.kiplinger.com/quiz/shopper/

3. http://www.moneyinstructor.com/lesson/timemanagement.asp

Other Resources: Class Power Points (Job Search Strategies PP) *

Tuesday, 10/30: Job Search Strategies

Readings: Pollak- Ch. 8 and also:

1. http://www.kiplinger.com/quiz/job_hunting/
2. http://www.quintcareers.com/job-search_strategies.html
3. http://www.careerbuilder.com/Article/CB-703-Job-Search-Strategies-Top-10-Online-Job-Search-Tips/

Other Resources: Class Power Points (Job Search Strategies PP) *

Introduce Career Network at: http://careers1.rutgers.edu/alumni/main.asp

Friday, 11/02: Building a Professional Network

Readings: Pollak, Ch. 4 and also:

1. http://www.paulacaligiuri.com/blog/landing-job-it-both-what-you-know-and-who-you-know
2. http://www.paulacaligiuri.com/blog/professional-networking-begins-interpersonal-connection
3. http://money.usnews.com/money/blogs/outside-voices-careers/2009/12/16/10-networking-tips-for-introverts.html

Other Resources: Class Power Points (Job Search Strategies PP) *

Sign-up for the Alumni Career Network and identify an alumni mentor with whom you can interact for career advice (not for a job or to solicit business). You will hand in his or her name and why you believe he or she would be a good mentor. Website: http://careers1.rutgers.edu/alumni/main.asp

Tuesday, 11/06: Creating a Positive Professional Image

Readings: Pollak, Ch. 1 and 2 and also:

1. http://www.paulacaligiuri.com/blog/your-virtual-alter-ego-hurting-or-helping-your-career
2. http://www.forbes.com/2010/02/20/manage-online-reputation-leadership-careers-identity.html
3. http://jobsearch.about.com/od/networking/a/linkedin.htm

Other Resources: Class Power Points (Job Search Strategies PP) *

Friday, 11/09: Managing your Online Image

Review your Facebook, MySpace, LinkedIn, etc. accounts. Think about what these pages are saying about you, your interests, values, etc. (This does not need to be written out, just be ready to discuss.)

Visit LinkedIn and find 1 example of an excellent professional profile and 1 example of one that needs improvement (include links for each). What was good about the outstanding profile and what would you recommend the person do to change his or her

profile in the one that needs improvement? * Be prepared to share your findings and thoughts in the class.

Tuesday, 11/13: Using Social Media to Find Jobs

Readings:

1. http://jobsearch.about.com/od/networkingsites/a/Gen-Y-Job-Search-Tips.htm
2. http://www.youtube.com/watch?v=1eTDnSnDMgE (short video)
3. http://blog.guykawasaki.com/2009/02/10-ways-to-use.html#axzz0y7Pdi0yK
4. http://suite101.com/article/using-social-network-sites-to-find-a-job-a151426

Other Resources: Class Power Points (Job Search Strategies PP) *

Friday, 11/16: Recruiting Firms, Job Boards, and Advertisements

Readings:

1. http://www.selectingwinners.com/employee-recruiting-sources.php

Other Resources: Class Power Points (Job Search Strategies PP) *

Assignment 7 Due: For your two career options, identify two recruiting firms, two targeted job boards, two professional organizations, and two professional journals.

Tuesday, 11/20 – Friday, 11/23: THANKSGIVING RECESS

Tuesday, 11/27: Cover Letter and Resumes

Readings: Pollak, Ch. 7 and also:

1. http://www.paulacaligiuri.com/blog/stop-obsessing-about-your-resume
2. General advice for résumé writing: http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/resume-writing-help/article.aspx
3. Sample résumés by profession: http://career-advice.monster.com/resumes-cover-letters/resume-samples/sample-resumes-by-industry/article.aspx

Other Resources: Class Power Points (Job Search Strategies PP) *

Review assignments 8 and 9

Friday, 11/30: Job Interviewing

Readings: Pollak- Ch. 9 and also:

1. http://www.fastcompany.com/article/webcam-interviews-how-survive-and-thrive
2. http://blog.brand-yourself.com/career/interview-questions/interview-tips-5-ways-to-brand-yourself-in-your-job-interviews/
3. http://www.glassdoor.com/blog/prepare-job-interview/
4. http://www.jobinterviewquestions.org/questions/interview-guide.asp
5. http://www.careeronestop.org/ResumesInterviews/Interviews/JobInterviews.aspx

Other Resources: Class Power Points (Job Interviews PP) *

Assignment 8 Due:
Write two cover letters to a new networking contact and a targeted company.

Tuesday, 12/04: Interviewing Questions & Interview Role Plays / Interview Game

Each student is to write a list of difficult interview questions and answers that they need to prepare for in a job interview. Be prepared to share your questions and answers in class.

Interview role plays (about 2-3) will be presented in-front of the class for critique and discussion and/or Interview Game. No one can come in late.

Assignment 9 Due: Write a professional resume following the guidelines reviewed in class and the resume template posted on Sakai.

Friday, 12/07: Job References and Background Checks

Readings:

1. http://www.quintcareers.com/job_references.html
2. http://www.businessweek.com/stories/2008-05-28/background-checks-what-you-need-to-know

Other Resources: Class Power Points (Job Interviews PP) *

Closing the Deal (Salary Negotiations)

1. Article on the job offer: http://www.collegegrad.com/offer
2. http://www.fastcompany.com/services/salary.html
3. http://www.videojug.com/film/how-to-negotiate-your-salary

Other Resources: Class Power Points

Assignment 10 Due: Create an action plan for your next career move. Specifically indicate what you primary career goal is and why this is a good fit for you (refer to personality, interests, values, etc.).

List the specific steps you plan to take to pursue this goal.

Reading Days: Monday 12/10 to Thursday 12/13

Friday, 12/14: FINAL EXAM from 8:00 a.m. - 10:00 a.m.