# Career Management: 37:533:317:02 SPRING 2014

Friday 10:20 a.m. – 1:20 a.m. Location: LCB, 109

**Instructor**: Len Garrison **Teaching Assistant**:

## **Required Readings:**

Getting from College to Career by Lindsey Pollak - published by Collins (2007) – ISBN: 978-006-2069276

Additional resources are available at: <a href="http://www.CareerManagementCourse.com">http://www.CareerManagementCourse.com</a> Class material will be posted on Sakai at: <a href="https://sakai.rutgers.edu">https://sakai.rutgers.edu</a>

## **Office Hours**:

E-mail (Len Garrison): <u>LGarrison@smlr.rutgers.edu</u>

Office hours: By appointment

#### **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 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**:

Eight assignments are to be submitted in class on the date indicated on the syllabus, unless stated otherwise. Six assignments are worth 10 points and two assignments are 20 points each. 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 an interactive class and participation is expected. 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 create an environment conducive to learning, the following are NOT permitted in the class:

- 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:**

Assignments: 40% (100 points)
Midterm Exam: 30% (100 points)
Final Exam: 30% (100 points)

Total: 100% (300 points)

#### **Course Grading:**

A: 90 – 100 B+: 87 – 89 B: 80 – 86 C+: 77 – 79 C: 70 – 76 D: 65 – 69 F: < 65 There will be no extra credit!

# **Schedule and Topics:**

## Friday, 1/24: Course Introduction, Syllabus Review, and Resumes

(Part 1 – Resumes/Cover Letters - PPT slides 1-18)

Readings: Pollak - Ch. 7

<u>Assignment 1 (RESUME) due on Tuesday, 1/31</u>: Write a professional resume following the guidelines reviewed in class and the resume template posted on Sakai.

#### **Cover Letters**

(Part 1 – Resumes/Cover Letters - PPT slides 19-25)

(COVER LETTER) due on Tuesday, 2/7: Write a professional cover letter to a targeted company (a real job you would have interest in) following the guidelines reviewed in class and the resume template posted on Sakai.

#### **Job Interviewing**

(Part 2 - Job Interviews/References/Salary Negotiation - PPT slides 1-17)

Readings: Pollak - Ch. 9

# Friday, 1/31: Interviewing Questions & Interview Role Plays / Interview Game (Part 2 - Job Interviews/References/Salary Negotiation - PPT slides 18-24)

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/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 1 (RESUME) Due** 

Closing the Deal - Job References and Background Checks
(Part 2 - Job Interviews/References/Salary Negotiation - PPT slides 25-37)

#### Friday, 2/7: Job Search Strategies

(Part 3 - Job Search Strategies - PPT slides 1-37)

**Readings: Pollak - Ch. 8** and also:

Introduce Career Network at: <a href="http://careers1.rutgers.edu/alumni/main.asp">http://careers1.rutgers.edu/alumni/main.asp</a>

**Assignment 2 (COVER LETTER) Due** 

**GUEST SPEAKER (Jerry Masin)** 

## Friday, 2/14: Building a Professional Network

(Part 3 - Job Search Strategies - PPT slides 38-55)

**Readings: Pollak - Ch. 4** and also:

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

<u>Assignment 3 (MINI-BIO) due on Tuesday, 2/21</u>: Create a Mini-Bio following the guidelines reviewed in class and the template posted on Sakai.

# Recruiting Firms, Job Boards, and Advertisements (Part 3 - Job Search Strategies - PPT slides 56-67)

<u>Assignment 4 (RECRUITING FIRMS) due on Tuesday, 2/28</u>: For your <u>two</u> career options, identify two recruiting firms, two <u>targeted</u> job boards, two professional organizations, and two professional journals.

## Friday, 2/21: Creating a Positive Professional Image

(Part 4 – Branding and Social Media - PPT Slides 1-14)

Readings: Pollak - Ch. 1 and 2

Assignment 3 (MINI-BIO) Due

Using Social Media to Find Jobs (Part 4 - Job Search Strategies - PPT slides 15-31)

## Friday, 2/28: Managing your Online Image

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

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? \* Share your findings in the class.

**Assignment 4 (RECRUITING FIRMS) Due** 

#### Friday, 3/7: MIDTERM EXAM

Friday, 3/14: Review Midterm exam and complete Class Project
The New Employment Reality and Labor Market Trends
(Part 5 - Labor Markets – PPT slides 1- 35)

Other Resources: Bureau of Labor Statistics at <a href="http://www.bls.gov/home.htm">http://www.bls.gov/home.htm</a>
<a href="http://www.bls.gov/home.htm">GUEST SPEAKER (TBD)</a>

## Friday, 3/21: SPRING RECESS

## Friday, 3/28: Introduction to Self-Assessment Theories

(Part 6 - Self-Assessment - PPT slides 1 - 25)

#### Readings:

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

#### **Introduction to Self-Assessment On-Line Tools**

(Part 6 - Self-Assessment - PPT slides 26 - 38)

Myers Briggs: <a href="http://similarminds.com/jung.html">http://similarminds.com/jung.html</a>

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

Assignment 5 (PERSONALITY TEST) due on Tuesday, 4/4: Summarize your self-assessment results: Myers Briggs, Career Interests Profile (Holland), Keirsey Temperament (KTS-II), and explain what each of these results mean for identifying your career options. Based on these results, describe the characteristics of your ideal career.

#### Friday, 4/4: Self-Assessment Interpretations

(Part 6 - Self-Assessment - PPT slides 39 - 55)

Readings: Pollak - Ch. 3

## Assignment 6 (O\*NET) due on Tuesday, 4/11 (20 POINTS): O\*Net Resource

Center: <a href="http://www.onetcenter.org/">http://www.onetcenter.org/</a>

Visit O\*Net and select My Next Move. Go to "Tell us what you like to do" (Holland) and <u>identify two career options</u> based on your results. Next enter your career options in "search careers with key words" and review 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?

#### **Assignment 5 (PERSONALITY TEST) Due**

## Friday, 4/11: Career Exploration / Career Ladders

(Part 7 – Career Exploration - PPT slides 1-23)

#### <u>In class work (Career Ladder)</u>

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.

#### Assignment 6 (O\*NET) Due

#### Friday, 4/18: Market Research

(Part 8 – Market Research - PPT slides 1 – 27)

Occupational Outlook Handbook: <a href="http://www.bls.gov/oco/">http://www.bls.gov/oco/</a>

Google Finance: <a href="http://www.google.com/finance">http://www.google.com/finance</a>

# Person-Organization Fit, Organizational Culture

(Part 9 – Organizational Culture - PPT slides 1 – 19)

## Assignment 7 (JOB OUTLOOK) due on Tuesday, 4/25: Person-Organization Fit

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.

## Friday, 4/25: Geography-Location, Relocation, and Global Mobility

(Part 9 – Organizational Culture - PPT slides 20 – 31)

**Developing Skills and Abilities** 

(Part 10 – Developing Skills and Abilities - PPT slides 1 – 25)

Readings: Pollak - Ch. 5 & 6

#### Assignment 8 (FINAL ASSIGNMENT) due on Tuesday, 5/2 (20 POINTS):

Create an action plan for your next career move. Specifically indicate what your 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.

Assignment 7 (JOB OUTLOOK) Due

#### Friday, 5/2: Performance Management

(Part 10 – Developing Skills and Abilities - PPT slides 26 – 43)

**Employment Tests** 

(Part 10 – Developing Skills and Abilities - PPT slides 44 – 55)

**Assignment 8 (FINAL ASSIGNMENT) Due** 

Friday, 5/9: FINAL EXAM

Friday, 5/16: MAKE UP FOR FINAL EXAM