



**Career Management: 37:533:317:02**  
**SPRING 2015**

**Friday 10:20 a.m. – 1:20 p.m.**  
**Location: Tillet 258**

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**Instructor:** Len Garrison: [LGarrison@SMLR.Rutgers.edu](mailto:LGarrison@SMLR.Rutgers.edu) (848) 445-4629  
**Teaching Assistants:** TBD

**Required Readings:**

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

Class material will be posted on Sakai at: <https://sakai.rutgers.edu>

**Office Hours:**

E-mail (Len Garrison): [LGarrison@smlr.rutgers.edu](mailto:LGarrison@smlr.rutgers.edu)  
Office hours: TBA

**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 offer an 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:**

Seven assignments are to be submitted in class ONLY on the date indicated on the syllabus, unless stated otherwise. Three assignments are worth 10 points, two assignments are worth 15 points, and the last two assignments are worth 20 points. 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 (or 15, 20).

Late assignments will be automatically penalized if arrangements are not made in advance for late turn-in or without a valid excused absence. Assignments handed in late without a valid excuse will be deducted 20% each week late and no credit will be given after the second week late.

Dropbox on sakai will not be checked for assignment unless specified.

### **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.

### **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:	50% (100 points)
Midterm Exam:	25% (100 points)
Final Exam:	25% (100 points)

Total:	100% (300 points)
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### **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

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<b>Dates</b>	<b>Topic</b>	<b>Required reading</b>	<b>Assignment DUE</b>
<b>Jan 23rd</b>	Introduction and overview of course  Resume and Cover letters <b>(Part 1 – Resumes/Cover Letters)</b>	Pollak Ch. 7  <i>Why This is an Excellent Resume</i> – Business Insider	None
<b>Jan 30th</b>	Job Interviews/ References/ Salary Negotiation <b>(Part 2 - Job Interviews/References/Salary Negotiation)</b>  Closing the deal – Job References and Background Checks <b>(Part 2 - Job Interviews/References/Salary Negotiation)</b>	Pollak Ch. 9  <i>Learn How to Get Better at Negotiating</i> – Evisors Blog	Resume
<b>Feb 6th</b>	Job Search Strategies <b>(Part 3 - Job Search Strategies)</b>	Pollak Ch. 8	Cover Letter
<b>Feb 13th</b>	Building a Professional Network <b>(Part 3 - Job Search Strategies)</b>  Recruiting Firms, Job Boards and Advertisements <b>(Part 3 - Job Search Strategies)</b>	Pollak Ch. 4	(In-class assignment) Recruiting Firm
<b>Feb 20th</b>	Creating a Positive Professional Image <b>(Part 4 – Branding and Social Media)</b>  Using Social Media to Find Jobs <b>(Part 4 - Job Search Strategies)</b> Managing your Online Image	Pollak Ch. 1 and 2	Mini Bio
<b>Feb 27th</b>	GUEST SPEAKER		
<b>March 6rd</b>	<b>MIDTERM</b>	None	None
<b>March 13th</b>	Review Midterm Exam and In-Class Project <b>(Part 5 - Labor Markets)</b>  The New Employment Reality and Labor Market Trends Other Resources: Bureau of Labor Statistics at <a href="http://www.bls.gov/home.htm">http://www.bls.gov/home.htm</a>	None	None
<b>Mar 20th</b>	<b>NO CLASS – SPRING BREAK</b>		

<b>March 27th</b>	<p>Introduction to Self-Assessment Theories <b>(Part 6 - Self-Assessment)</b></p> <p>Introduction to Self-Assessment Online Tools <b>(Part 6 - Self-Assessment)</b></p> <p>MyersBriggs: <a href="http://similarminds.com/jung.html">http://similarminds.com/jung.html</a></p> <p>Careers Value Scale; Career Interests Profile (Holland); Personality Index; all three at: <a href="http://quintcareers.testingroom.com/">http://quintcareers.testingroom.com/</a> (try the free versions)</p> <p>Keirsey Temperament Sorter (KTS-II): <a href="http://www.keirsey.com/sorter/instruments2.aspx?partid=0">http://www.keirsey.com/sorter/instruments2.aspx?partid=0</a></p>	<ul style="list-style-type: none"> <li>• Career Interest Profiler (Holland-see link on Sakai)</li> <li>• Personality Index</li> <li>• Career Values Scale</li> <li>• <i>Your Personality Determines Your Paycheck</i></li> </ul>	None
<b>April 3rd</b>	<p>Self-Assessment Interpretations <b>(Part 6 - Self-Assessment)</b></p>	Pollak Ch. 6	Personality Test Assignment
<b>April 10th</b>	<p>Career Exploration/ Career Ladders <b>(Part 7 – Career Exploration)</b></p> <p><b><u>In class work (Career Ladder)</u></b></p>	None	None
<b>April 17th</b>	<p>Market Research <b>(Part 8 – Market Research)</b></p> <p>Occupational Outlook Handbook: <a href="http://www.bls.gov/oco/">http://www.bls.gov/oco/</a></p> <p>Google Finance: <a href="http://www.google.com/finance">http://www.google.com/finance</a></p> <p><b><u>In class work (Job Outlook)</u></b></p> <p>Person-Organization Fit and Org Culture <b>(Part 9 – Organizational Culture)</b></p>	None	O*Net
<b>April 24st</b>	<p>Geography, Relocation, Global Mobility <b>(Part 9 – Organizational Culture)</b></p> <p>Developing Skills and Abilities <b>(Part 10 – Developing Skills and Abilities)</b></p>	Pollak Ch. 5	
<b>May 1st</b>	<p>Performance Management <b>(Part 10 – Developing Skills and Abilities)</b></p> <p>Employment Test <b>(Part 10 – Developing Skills and Abilities)</b></p>	None	Final Assignment
<b>May 8th</b>	<b>FINAL EXAM – DATE/TIME TBD</b>		

## Assignment Instructions

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<b>Assignment 1 (RESUME) due on 1/30</b>	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Write a professional resume following the guidelines reviewed in class.</li> <li>• Make sure to include contact information, summary, relevant experience and educational background. Double check for any typos or grammatical errors.</li> </ul>
<b>Grading</b>	<b>15 pts</b>
<b>Assignment 2 (COVER LETTER) due on 2/6</b>	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Write a professional cover letter to a targeted company (a real job you would have interest in) following the guidelines reviewed in class.</li> <li>• Make sure to include contact information (yours and employers), introduction, body, and closing action statement. Can be creative with how you write your cover letter.</li> </ul>
<b>Grading</b>	<b>10 pts</b>
<b>Assignment 3 (RECRUITING FIRMS) completed in class on 2/13</b>	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• For your <u>two different</u> career options that you are qualified for (i.e. Entry-level positions, HR reps, HR generalists, recruiter), identify two recruiting firms, two <u>targeted</u> job boards, two professional organizations, and two professional journals.</li> <li>• Explain connections between career options and targeted recruiting firms/job boards/professional journals/professional organization</li> </ul>
<b>Grading</b>	<b>10 points</b>

<b>Assignment 4 (MINI-BIO) due on 2/120</b>	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Create a Mini-Bio with a picture following the guidelines reviewed in class and the template posted on Sakai.</li> <li>• Maximum 11 lines for elevator pitch and 5 lines for ‘tell me about yourself’</li> <li>• Picture: May be taken with your phone, laptop or camera. Professional picture should be from the chest up, no cropped off body parts, clean background and appropriate clothing.</li> </ul>
<b>Grading</b>	<b>15 pts (A professional picture of yourself worth 5 points)</b>
<b>Assignment 5 (PERSONALITY TEST) due on 4/3</b>	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• 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 <u>characteristics</u> of your ideal career that you would apply to now (i.e. HR reps/ campus recruiters NOT CEO or HR managers unless you have qualified experiences).</li> <li>• Refer to the template on sakai</li> </ul>
<b>Grading</b>	<b>10 pts</b>

<b>Assignment 6 (O*NET/ JOB OUTLOOK) due on 4/17</b>	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Visit O*Net and select My Next Move. Go to “Tell us what you like to do” (Holland) and <u>identify two different career options</u> that you would apply to now (i.e. HR reps/ campus recruiters NOT CEO or HR managers unless you have qualified experiences) 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 review the summary report. Explain in detail how these position profiles match with your self-assessment results.</li> </ul> <p style="text-align: center;"><b>IN CLASS WORK</b></p> <ul style="list-style-type: none"> <li>• Visit the Occupational Outlook Handbook and enter your two career options from assignment 6 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 (total of 10 firms/organizations).</li> <li>• Refer to the template on sakai</li> </ul>
<b>Grading</b>	<b>20 pts</b>
<b>Assignment 7 (FINAL ASSIGNMENT) due on 5/1</b>	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Create an <u>action plan</u> 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 <b>specific steps</b> you plan to take to pursue this goal.</li> <li>• Refer to the template on sakai</li> </ul>
<b>Grading</b>	<b>20 pts</b>