Career Management: 37:533:317:01 SUMMER 2014

Tuesday/Thursday 1:30p.m. – 5:10p.m. Location: LCB, 110

Instructor: Len Garrison

Required Readings:

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

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

Office Hours:

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

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 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:

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.

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

Dates	Topic	Required	Assignment
		reading	DUE
May 27th	Introduction and overview of course	Pollak Ch. 7	None
	Resume and Cover letters	Why This is an	
	(Part 1 – Resumes/Cover Letters)	Excellent	
		Resume –	
		Business Insider	
May 29th	Job Interviews/ References/ Salary Negotiation	Pollak Ch. 9	Resume
	(Part 2 - Job Interviews/References/Salary		
	Negotiation)	Learn How to	
		Get Better at	
	Closing the deal – Job References and Background	Negotiating –	
	Checks	Evisors Blog	
	(Part 2 - Job Interviews/References/Salary		
	Negotiation)		
June 3rd	Job Search Strategies	Pollak Ch. 4	Cover Letter
	(Part 3 - Job Search Strategies)	and 8	
	Building a Professional Network		(In-class
	(Part 3 - Job Search Strategies)		assignment)
	Recruiting Firms, Job Boards and Advertisements		Recruiting
	(Part 3 - Job Search Strategies)		Firm
June 5th	Creating a Positive Professional Image	Pollak Ch. 1	Mini Bio
	(Part 4 – Branding and Social Media)	and 2	
	(
	Using Social Media to Find Jobs		
	(Part 4 - Job Search Strategies)		
	(1 u 1 u 0 0 0 0 u 1 0 1 0 1 u 1 u 1 u 1		
	Managing your Online Image		
June 10th	MIDTERM	L	L
June 12th	Review Midterm Exam and In-Class Project	None	None
00210 1201	(Part 5 - Labor Markets)		
	(2 00 00 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
	The New Employment Reality and Labor Market		
	Trends		
	Other Resources: Bureau of Labor Statistics at		
	http://www.bls.gov/home.htm		
	mup.//www.ois.gov/nome.mun	1	1

June 17th	Introduction to Self-Assessment Theories (Part 6 - Self-Assessment) Introduction to Self-Assessment Online Tools (Part 6 - Self-Assessment) MyersBriggs: 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.asp x?partid=0 Self-Assessment Interpretations (Part 6 - Self-Assessment)	Pollak Ch. 6 Career Interest Profiler http://www. mynextmov e.org/explor e/ip Personality Index Career Values Scale	
June 19th	Career Exploration/ Career Ladders (Part 7 – Career Exploration) In class work (Career Ladder)	None	Personality Test Assignment
June 24th	Market Research (Part 8 – Market Research) Occupational Outlook Handbook: http://www.bls.gov/oco/ Google Finance: http://www.google.com/finance Person-Organization Fit and Organizational Culture (Part 9 – Organizational Culture)	None	None
June 26th	Geography, Location, Relocation, Global Mobility (Part 9 – Organizational Culture) Developing Skills and Abilities (Part 10 – Developing Skills and Abilities)	Pollak Ch. 5	O*NET/ Job Outlook
July 1st	Performance Management (Part 10 – Developing Skills and Abilities) Employment Test (Part 10 – Developing Skills and Abilities)	None	Final Assignment
July 3rd	FINAL EXAM		

Assignment Instructions

Assignment 1 (RESUMI	3) due on May 29th
Objectives	• Write a professional resume following the guidelines reviewed in class.
	Make sure to include contact information, summary, relevant
	experience and educational background. Double check for any typos or
	grammatical errors.
Grading	15 pts
	LETTER) due on June 3rd
Objectives	Write a professional cover letter to a targeted company (a real job you
o sjecu ves	would have interest in) following the guidelines reviewed in class and
	the resume template posted on Sakai.
	 Make sure to include contact information (yours and employers),
	introduction, body, and closing action statement. Can be creative with
Cualina	how you write your cover letter.
Grading April 2 (DECDIII	10 pts
	TING FIRMS) to be completed in class June 3rd
Objectives	• For your two different 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.
	• For full credit, must explain connections between career options and
	targeted recruiting firms/job boards/professional journals/professional
	organization
Grading	10 points
Assignment 4 (MINI-BI	O) due on June 5th
Objectives	• Create a Mini-Bio with a picture following the guidelines reviewed in
	class and the template posted on Sakai.
	• Maximum 11 lines for elevator pitch and 5 lines for 'tell me about
	yourself"
	• 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.
Grading	15 pts (A professional picture of yourself worth 5 points)
	VALITY TEST) due on June 19th
Objectives	
Objectives	• 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).
	Refer to the template on sakai
Grading	10 pts

Assignment 6 (O*NET and JOB OUTLOOK) due on June 26th						
Objectives	 Visit O*Net and select My Next Move. Go to "Tell us what you like to do" (Holland) and identify two different career options 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. 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). Refer to the template on sakai 					
Grading	20 pts					
	Assignment 7 (FINAL ASSIGNMENT) due on July 1st					
Objectives	 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 specific steps you plan to take to pursue this goal. Refer to the template on sakai 					
Grading	20 pts					