

Career Management: **37:533:317:03**  
Fall 2020

Mondays 5:00pm – 8:00pm  
Remote Synchronous – Zoom or WebEx Meeting

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**Instructor:** Nayana Vaidya      [nvaidya@smlr.rutgers.edu](mailto:nvaidya@smlr.rutgers.edu)

**Required Readings:**

Class Material will be posted on Canvas

**Office Hours:**

Email (Nayana Vaidya): [nvaidya@smlr.rutgers.edu](mailto:nvaidya@smlr.rutgers.edu) with a few dates and times to schedule a virtual 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 offer an introduction to the issues relevant for students' current and future career management.

**SMLR Learning Objectives:**

This course is designed to help students attain the following SMLR learning objectives:

**IV) Theoretical Perspectives - Demonstrate an understanding of relevant theories and apply them given the background context of a particular work situation.**

- Demonstrate an understanding of the practical perspectives, theories and concepts in their field of study
- Evaluate and apply theories from social science disciplines to workplace issues

**VII) Professional Development – Demonstrate an ability to interact with and influence others in a professional manner, and to effectively present ideas and recommendations**

- Develop effective presentation skills appropriate for different settings and audiences
- Develop career management skills to navigate one's career
- Understand cultural differences and how to work in a multicultural environment
- Work productively in teams, in social networks, and on an individual basis
- Develop cultural agility competencies
- Demonstrate lifelong personal & professional development skills

### **Examinations:**

One midterm exam is scheduled as noted on the course schedule. More details will be discussed in class.

### **Assignments:**

Six assignments are to be submitted on Canvas on the date indicated on the syllabus, unless stated otherwise. Ensure you answer all parts of the assignment. Each assignment must be typed and well written.

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% within 1 week late and then a “0” will be recorded. Questions concerning grades must be addressed within 2 business days of assignments returned in class, regardless of whether you were in class that day.**  
**THIS POLICY WILL BE STRICTLY ENFORCED.**

### **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 Absences:**

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%	(50 points)
Midterm Exam:	15%	(15 points)
Final Exam:	25%	(25 points)
Participation/Attendance:	10%	(10 points)
Total:	100%	(100 points)

### **Course Grading:**

**A: 90 – 100    B+: 87 – 89    B: 80 – 86    C+: 77 – 79    C: 70 – 76    D: 65 – 69    F: < 65**

**Academic Integrity:** *“Integrity is doing the right thing even when no one is watching” C.S. Lewis*  
Principles of academic integrity require that every Rutgers University student:

- properly acknowledge and cite all use of the ideas, results, or words of others
- properly acknowledge all contributors to a given piece of work
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary to ensure that:

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated, and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

## Schedule and Topics

<b>Dates</b>	<b>Topics</b>	<b>Reading</b>	<b>Assignments</b>
Sept 8th	Introduction and overview of the course  Ice Breaker  <b>Career Management</b>	Designing your Life	
Sept 14 <sup>th</sup>	Academic Integrity  Smr Career Services  <b>Cont. Career Management</b>  <b>Self-Assessment</b>	Demo Handshake  Demo Traitify Assessment	
Sept 21st	<b>Career Goals/Career Exploration</b>  <b>Labor Markets</b>  <b>Skills &amp; Abilities</b>	NACE Competencies  Occupational Handbook  Bureau of Labor Statistics	Activate Handshake
Sept 28th	Guest Speaker  <b>Cont. Labor Markets &amp; Skills &amp; Abilities</b>		#1 Personality  Submit in Canvas
Oct 5th	<b>Organizational Culture</b>  Class Activity- Understanding JD  <b>Resumes</b>	College Student Resume Example  Sample Resume  Resume Tip Sheet  What employers seek on Resumes	
Oct 12th	<b>Cont. Resumes/Cover Letters</b>  Class Activity- HR Role  <b>Job Search Strategies</b>		#2 Resume  Submit in Canvas
Oct 19th	<b>Job Interviews</b>  AI and Recruiting  Demo InterviewStream  <b>Elevator Pitch</b>	AI is changing  12 interview questions  14 interview questions that reveal characteristics	#3 Cover Letter Submit in Canvas

Oct 26th	Mock Interviews		
Nov 2nd	In class Midterm Quiz		
Nov 9th	<b>Job Interview/References/Background Checks</b>  Recruiting Firms – Guest Speaker TBD		#4 Mock Interview using InterviewStream
Nov 16th	<b>Branding</b>  LinkedIn Presentation  <b>Networking</b>	Personal Branding  Job Networking	#5 Job/Employer Research  Submit in Canvas
Nov 23rd	No Class		#6 LinkedIn Profile  Submit in Canvas
Nov 30th	<b>Salary Negotiation</b>  <b>Transition from College to Career</b>		
Dec 7th	Summarize course and topics  Course Survey  Q & A		
FINAL EXAM WEEK Dec 15 <sup>th</sup> to Dec 22 <sup>nd</sup>			Final Project Due Dec 15 <sup>th</sup> by 8pm