



Career Management: 37:533:317:02
Fall 2021

Friday 11:00am-2:00 pm
Location: Janice Levin 003

Instructor: Len Garrison: LGarrison@SMLR.Rutgers.edu (732) 259-9904 (cell)
Teaching Assistant: TBD

Required Readings:

No Text Book for this Class

Class material will be posted on Canvas at: <https://canvas.rutgers.edu>

The class will be conducted face to face.

Office Hours:

Len Garrison
(TBD)

Janice Levin 217C (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 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:

There will be two non-cumulative examinations as noted on the course schedule. These exams will be taken in class. 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. All assignments are worth either 5, 10, or 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 5 points (#3, #6), 0 to 10 points (#4, #5), or 0 to 20 points (#1, #2, and #7).

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.

Attendance / 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.

Attendance and active participation are important class components and worth 10% of the grade.

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:

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|---------------------------|------|
| Assignments: | 50% |
| Midterm Exam: | 20% |
| Final Exam: | 20% |
| Attendance/Participation: | 10% |
| Total: | 100% |

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 IN THIS COURSE!

Schedule and Topics

| Dates | Topic | In Class | Assignment DUE |
|--------|---|--|--|
| Sep 3 | Introduction and overview of course Resumes (Part 1 – Resumes/Cover Letters) | | None |
| Sep 10 | In class resume review Career Fair Prep Cover Letters (Part 1 – Resumes/Cover Letters) | Deconstructing Jobs (worksheet) | (#1) Resume 2 copies in class Submit in Assignments Tab |
| Sep 17 | Job Interviews/ References/ Salary Negotiation (Part 2 - Job Interviews/References/Salary Negotiation) | Interviewing | None |
| Sep 24 | In class cover letter review Job References and Background Checks (Part 2 - Job Interviews/References/Salary Negotiation) | | (#2) Cover Letter 2 copies in class Submit in Assignments Tab |
| Oct 1 | Mock Interviews Janice Levin – Room 003 | “Thank you” notes | None |
| Oct 8 | Job Search Strategies, Recruiting Firms, Job Boards, Advertisements and Building a Professional Network (Part 3 - Job Search Strategies/Recruiting Firms/Networking) | | (In-class graded assignment) (#3) Recruiting Firms |
| Oct 15 | Creating a Positive Professional Image (Part 4 – Branding and Social Media) Using Social Media to Find Jobs (Part 4 – Branding and Social Media) Managing your Online Image LinkedIn Presentation | | None |
| Oct 22 | Jamie Dimon video MIDTERM | None | (#4) Mini Bio |

| Dates | Topic | In Class | Assignment |
|---|--|--|---|
| Oct 29 | Review Midterm Exam (Part 5 - Labor Markets) The New Employment Reality and Labor Market Trends Other Resources: Bureau of Labor Statistics at http://www.bls.gov/home.htm | Interviewing with HR | None |
| Nov 5 | Introduction to Self-Assessment Theories/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/ (free) Keirsey Temperament Sorter (KTS-II): http://www.keirsey.com/sorter/instruments2.aspx?partid=0 | | None |
| Nov 12 | Guest Speaker – TBD Self-Assessment Interpretations (Part 6 - Self-Assessment) Career Exploration/ Career Ladders (Part 7 – Career Exploration) | | (#5) Personality Test - Submit in Assignments Tab |
| Nov 19 | Market Research (Part 8 – Market Research) Occupational Outlook Handbook: http://www.bls.gov/oco/ Person-Organization Fit and Org Culture Geography, Relocation, Global Mobility (Part 9 – Organizational Culture) | <u>In-Class Project (Job Outlook)</u> | (#6) O*Net - Submit in Assignments Tab |
| Dec 3 | Developing Skills and Abilities Performance Management/Employment Testing (Part 10 – Developing Skills and Abilities) | | None |
| Dec 10 | TBD | | (#7) Reflection Submit in Assignments Tab |
| UNIVERSITY FINAL EXAM SCHEDULE (LAST DAY OF FINAL EXAMS) | | | |

Assignment Instructions

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| Assignment 1 (RESUME) due on 09/10 | |
| Objectives | <ul style="list-style-type: none"> • 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 | 20 pts |
| Assignment 2 (COVER LETTER) due on 09/24 | |
| Objectives | <ul style="list-style-type: none"> • Write a professional cover letter to a targeted company (a real job you would have interest in) following the guidelines reviewed in class. • 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. |
| Grading | 20 pts |
| Assignment 3 (RECRUITING FIRMS) completed in class on 10/8 | |
| Objectives | <ul style="list-style-type: none"> • 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. • Explain connections between career options and targeted recruiting firms/job boards/professional journals/professional organization |
| Grading | 5 points |
| Assignment 4 (MINI-BIO) due on 10/22 | |
| Objectives | <ul style="list-style-type: none"> • Create a Mini-Bio with a picture following the guidelines reviewed in class and the template posted on Canvas. • 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 | 10 pts (A professional picture of yourself worth 2 points) |

| Assignment 5 (PERSONALITY TEST) due on 11/12 | |
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| Objectives | <ul style="list-style-type: none"> 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 Canvas |
| Grading | 10 pts |
| Assignment 6 (O*NET/ JOB OUTLOOK) due on 11/19 | |
| Objectives | <ul style="list-style-type: none"> 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. <p style="text-align: center;">IN CLASS WORK (JOB OUTLOOK)</p> <ul style="list-style-type: none"> 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 Canvas |
| Grading | 5 pts |
| Assignment 7 (FINAL ASSIGNMENT) due on 12/10 | |
| Objectives | <ul style="list-style-type: none"> 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 and article (“Success in no Accident”) on Canvas |
| Grading | 20 pts |