Course Description

Welcome to Career Management! Just as the phrase, "still waters run deep", describes the rich content that can lie below the surface, this course title exemplifies the wealth of resources, tips, tools, and information accessible to you to help you throughout your professional life.

Our careers do not operate in a secluded vacuum. They share an interconnected space with many other aspects of our lives such as family, finances, health, and happiness where each component can considerably influence the others. We are the sum of our interrelated parts, and our careers play a significant role. Often, we spend more time with co-workers and colleagues than with friends and family--we should be happy in our professional lives! The goal of this course is to empower you to effectively make career related decisions and develop practical skills and knowledge that will positively influence your career life--and thus benefit your life in a holistic sense as well.

I am happy to offer you guidance in this process, but also to learn from you and your experiences as well, so please feel free to ask questions and engage this course as a practical learning opportunity.

Contact Info:

Please contact me via Canvas inbox or by email at colin.careersuccess@gmail.com

SMLR Learning Objectives

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

Knowledge of Theory, Practice and Application
The knowledge of theory and application area reflects the goal for SMLR programs to ensure that students learn the key theoretical and foundation areas of study in their domains and realize opportunities to apply that knowledge to practice situations.

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

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

Course Learning 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 balance, 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.

Method of Instruction

This course is delivered *entirely* online through the Learning Management System, Canvas. There will be no Face-to-Face classroom sessions. The course is delivered in *asynchronous* mode. This means the learning activities and communication takes place outside of real-time. There is no live presentation or lecture. You do not have to login at any specific scheduled time; you login at your convenience. However, there may be times when the instructor conducts a live chat session to address questions. In that case, you will be notified in advance so you can schedule the time.

Student Responsibilities

Online learning requires a high level of discipline, dedication, and time management skills. While online learning offers you flexibility and convenience to learn from anyplace, anytime, *you are still expected to adhere to all due dates.*

You are expected to:

- Have access to a reliable computer, and access to the Internet
- Log in to Canvas for your course *on a daily basis*
- Check for any announcements, update to the syllabus, assignments, and/or discussions and respond accordingly
- Actively participate in the Discussion Forum
- Complete the assigned readings and/or media
- Complete the assigned exercises and projects
- Adhere to all due dates
- Refer to [Study Guides and Strategies (Links to an external site.)Links to an external site.](#) for effective learning practices.

In case of computer failure

Make sure you have an alternative plan of access to your Canvas course in case your computer crashes (it happens). An extra computer at home, your employer's computer, or computer at your local library can be some alternatives. Additionally, be sure to backup your important documents and assignments on a flash drive or other external device. Computer Requirement

Technical Support

If you need technical assistance at any time during the course or to report a problem with Canvas:

Visit the Canvas Student TutorialLinks to an external site. at https://community.canvaslms.com/community/answers/guides/video-guideLinks to an external site.

1. Contact Rutgers IT Help DeskLinks to an external site. (https://rutgersonline.desk.com/ (Links to an external site.)Links to an external site.)Links to an external site., 877-361-1134 accessible 24 hours a day, 7 days a week. **Email: help@canvas.rutgers.edu**
2. Visit the Rutgers Canvas Student orientationLinks to an external site. (https://onlinelearning.rutgers.edu/canvasLinks to an external site.)

Required Course Materials

Required Software/Apps/Accessories

- Microsoft Word
- Webcam (preferred) - for group work and/or one-on-one with instructor.
- Headphones (preferred)
- Adobe Flash Player latest version

Special Needs Accommodations

If you have a disability and require special accommodations for your learning activities please contact the Office of Disability Services Links to an external site.(https://ods.rutgers.edu/Links to an external site.). Should you require my assistance in facilitating the process, I will be happy to do so. Just let me know. Below is the full contact information for the office of disability services:

Lucy Stone Hall, Livingston Campus, 54 Joyce Kilmer Avenue, Suite A145, Piscataway, NJ 08854-8045.

- E-mail Address: dsoffice@rci.rutgers.edu
- Phone: (848) 445-6800 • Fax: (732) 445-3388
- https://ods.rutgers.edu/ Links to an external site.

Method of Evaluation/Grading Policy

Category	Weighted Percent of Grade
Assignments	45%
Participation (pre-lesson quizzes, activities, & discussions)	20%
Final Project	15%
Performance Management	10%
Wrap-up Quizzes (2)	10%
Total	100%

Course Grading:
A: 90 – 100%   B+: 86 – 89%   B: 80 – 85%   C+: 76– 79%   C: 70 – 75%   D: 65 – 69%
F: < 65%

Extra Credit:
An opportunity to earn extra credit is available to anyone who chooses to take advantage of this- provided that all assignments have been submitted and you have not missed taking either the mid-term exam or submitting the final paper. It is each student's choice to avail her/himself of this opportunity to raise one's grade—provided that all other assignments have been submitted and no examinations have been missed. Students should be checking their accumulated points through Canvas periodically throughout the semester to determine if taking advantage of this extra credit assignment is something they wish to undertake.
Designated End of the Semester Extra Credit Assignment: 2 points
Career Family Genogram - Refer to the final module for details on this assignment and its associated due date.

Assignments (45% of final grade):
Assignments are to be submitted no later than 11:59 PM on the indicated due date, unless stated otherwise. All assignments are worth between 5-10 points, and will be graded on a scale of 0-10 as per the guidelines of the individual assignment.

Ensure you answer all parts of the assignment. Each assignment must be typed and well written and will be graded on a scale as indicated above. **Strong writing skills are of vital importance to many aspects of professionalism and the world of work. Therefore, grammar, spelling, punctuation, etc. will be taken into account when assignments are graded.** The total of these assignments represents 45% of your final grade.

Late Assignments:

Assignments are to be submitted on or before their respective due dates. **Having a last minute situation that prevents you from submitting an assignment does not constitute a valid excuse for not submitting an assignment since assignments are published online and announced in class well in advance of any due dates.** Late assignments will be penalized without a valid excuse (Doctor's note, Official notification through the Student Absence Report

System and approved by Instructor). **With our class being an online format, school being cancelled due to inclement weather does not constitute a valid excuse** for not submitting an assignment when it is due.

Assignments turned in after the due date will be accepted up to one week after the initial due date. After one week, assignments will no longer be accepted and a zero grade will be received. If an assignment is turned in late, it will automatically lose 50% of the available points for the assignment. The highest grade it will possibly receive is half credit. For example, if you turn in a 5-point assignment late (but still within one week of the initial due date) then the most credit you will be able to earn is 2.5 points, or 50%.

Quizzes (10% of final grade):
There will be two quizzes used as evaluations for two of the modules. They are to be taken in the week associated with those modules. Each quiz is worth 5 points. 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 quiz due date. **The professor reserves to right to apply or not apply a curve to all quizzes.**

Performance Management (10% of final grade):
You will conduct self-directed performance management within the guidelines of the assignment. This will be completed in 3 distinct phases: goal-setting, mid-point checkin, and a final evaluation.

Final Project (15% of final grade):

Your final paper will count for 15% of the final grade and will provide a culminating assessment based on the materials covered throughout the semester. In this paper you will provide details of your 1-, 5-, and 10-year plans regarding your career and professional development. Details will be provided in the corresponding module.

Class Participation/Discussions/Group Work (20% of final grade):
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. **Active participation and attendance will also be crucial to effectively completing your assignments. In previous semesters, students who attended and participated in class most often translated their engagement into higher grades and increased satisfaction.** 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 this end, attendance and participation will factor into your grade as indicated.

How to contact me

Office hours available by arrangement. More details will follow. In the meantime, you can reach me and the TAs through the Canvas Inbox feature. **When emailing, please make sure to include your section number and to cc the TAs on each email.**

TAs:

Don Wilson

Others TBA

<u>Student Code of Conduct</u>

You are expected to conduct yourself in a professional, responsible, courteous, and respectful manner at all times during the course. Offensive language, harassment, posting videos or other media that is not related to the course, and/or any other inappropriate behavior will not be tolerated. Your responses to discussion posts, or any other communication with your classmates and/or your instructor must be of the highest professional and respectable standard.

Refer to these Guidelines when communicating in your Canvas class:

Be courteous - use appropriate language. Do not use offensive language. Be mindful of your tone of voice. Use humor cautiously.

Respect others - if you do not agree with someone's point of view, explain your view and your reason for not agreeing in a respectful manner. Using ALL CAPS, for example, may indicate anger or frustration.

Show a scholarly attitude - refrain from responding with just "I agree" or "I don't agree". Be sure to support your reasoning in a well-written response.

Stay on topic - answer the questions asked for the discussion.

Adhere to deadlines - submit your post by the specified due date. This ensures that everyone has a chance to view/read and respond to the posts.

Beware of the credibility of your resources - when you post articles or other resources make sure the articles are relevant to the topic and come from a credible source.

Give proper credit - if you are making references to other's work (articles, papers), be sure to acknowledge the author(s) and properly cite and reference the resource.

Avoid spamming – do not post resources that you suspect may be a spam.

For private matter use email - if you need to discuss a private matter with the facilitator/instructor or with other students in the class, do so through your academic institution's email. DO NOT post discussions of a personal matter to the discussion board.

Use your Rutgers email address – for communicating coursework or any other activities related to your course, please use your Rutgers email address. This minimizes the risk of hacking and spam related interruptions to your email.

Make a note of *which thread* you are posting to and do so accordingly.

Use a *Subject Line* that describes your post.

Follow the tips at [7 Steps to Writing A+ Discussion Postings Links to an external site.](#)

[Links to an external site.](#)Watch this brief video on Netiquette

Additionally, follow the tips at [7 Steps to Writing A+ Discussion Postings Links to an external site.](#)

[Academic Integrity](#)

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To learn more about best practices, visit [Code of Best Practices in Fair Use of OpenCourseware (Links to an external site.)Links to an external site.](#).