



**CAREER MANAGEMENT – 37:533:317:03 – SPRING 2023**  
**Rutgers University – School of Management & Labor Relations**

**Mondays & Thursdays, 12:10-1:30 PM (In-Person)**  
**Beck Hall, Room 253, Livingston Campus**

### Instructor Contact Information

**Instructor:** Jacqueline Maginnis  
**E-mail:** [jmaginnis@smlr.rutgers.edu](mailto:jmaginnis@smlr.rutgers.edu)  
**Office Hour:** By appointment, through Zoom

### Course Delivery Format

The course is delivered *in-person, in the classroom - Beck Hall, room 253, Livingston Campus*. We will be utilizing the Canvas Learning Management System (LMS) to access learning materials, announcements, submit Assignments, communicate via the Inbox feature, attend live sessions through Zoom, etc. Be sure to check this site frequently as there will be announcements and instructions. If you are new to Canvas or need a refresher, please review the [Canvas tutorials](#).

### Course Description

This course will provide undergraduate level students an overview of career management topics such as resumes, cover letters, interviewing, salary negotiation, and LinkedIn. In addition, the topics for this course will cover phases of career management including the changing employment reality, career stages, career paths, understanding self-assessment results, preparing for the job market, understanding the job search process, and maximizing effectiveness in career development. As an elective 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.

### Course Materials

- There is no textbook for this course. All learning materials will be provided in the Modules within Canvas. Class material will be posted on Canvas at: <https://canvas.rutgers.edu> (login with your NetID and password).

### Course Objectives

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

#### **Understanding Context – Evaluate the context of workplace issues, public policies, and management decisions**

- Analyze the degree to which forms of human difference shape a person's experience of and perspectives on work
- Analyze a contemporary global issue in their field from a multi-disciplinary and intersectional perspective

- Analyze issues related to business strategies, organizational structures, and work systems
- Analyze issues of social justice related to work across local and global contexts (LSER)
- Analyze issues related to the selection, motivation, and development of talent in a local and global context (HRM)

**Professional Development – Demonstrate an ability to interact with an 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
- Develop capabilities to work and lead in a multicultural and diverse environment
- Work productively in teams, in social networks, and on an individual basis
- Develop cultural agility competencies
- Demonstrate lifelong personal and professional development skills

**Tentative Course Schedule**

The content of the course will be covered in the following sequence.

**Please note that dates are tentative and subject to change (some topics may take more time and others less time). Weekly information will be posted on Canvas. Again, this is tentative and subject to change if needed.**

***Virtual Class meetings and/or Inclement Weather:*** Some classes may be moved virtually. If a class is moved virtually and held via Zoom, you will be given advanced notice. \*Please remember to also check the Rutgers University website in case of inclement weather to see if classes will be meeting – you will be notified if class is cancelled or modified in location due to inclement weather. [Click here to subscribe to the text Emergency Notification System \(ENS\) from Rutgers](#) - all users must choose to subscribe (opt-in or opt-out) to ENS and can choose which campuses to receive ENS alerts as well as update cell phone numbers where ENS alerts are sent. A valid Rutgers NetID is required to subscribe to ENS.

Week	Unit	Dates	Topic(s)	In Class	Assignment Due *Submitted by deadline in Canvas
1		Thurs, Jan. 19	Course Introduction	Syllabus Review & Activities	
2	Unit 1: Resumes	Mon, Jan. 23	Resumes	*Please bring a copy of your current resume to class (if you have one).  <i>Discussion of Assignment #1</i>	
		Thurs, Jan. 26	Resumes/Cover Letters		

3	Unit 2: Cover Letters; Career Event Preparation	Mon, Jan. 30	Cover Letters	<i>Discussion of Assignment #2</i>	Assignment #1 - Resume Due Monday, January 30
		Thurs, Feb. 2	Rutgers Handshake Overview/Career Event Preparation		
4	Unit 3: Interviewing	Mon, Feb. 6	Interviewing	<i>Discussion of Assignment #3</i>	
		Thurs, Feb. 9	Interviewing		Assignment #2 - Cover Letter Due Thursday, February 9
5	Unit 4: Networking	Mon, Feb. 13	Interviewing/Networking		
		Thurs, Feb. 16	Networking/Rutgers CES Mega Fair	Lecture; then attend Rutgers CES Mega Fair as a class *Please dress professionally	
6	Unit 4: Networking	Mon, Feb. 20	Following Up; Overview of LinkedIn & SACC	<i>Discussion of Assignment #4</i>	Assignment #3 - Video Interview Due Monday, February 20
		Thurs, Feb. 23	Informational Interviewing	<i>Discussion of Assignment #5</i>	
7	Unit 5: Branding & Social Media	Mon, Feb. 27	TBD		
		Thurs, Mar. 2	Branding & Social Media		
8	Unit 6: Job Searching	Mon, Mar. 6	Job Searching		Assignment #4 - LinkedIn Profile Due Monday, March 6
		Thurs, Mar. 9	Job Searching		
9	<b>NO CLASS (Mar. 13 &amp; 16) – SPRING BREAK</b>				
10	Unit 7: Self-Assessment	Mon, Mar. 20	Self-Assessment	<i>Discussion of Assignment #6</i>	
		Thurs, Mar. 23	Self-Assessment		Assignment #5 - Informational Interview Due Thursday, March 23
11	Unit 8: Career Exploration	Mon, Mar. 27	Career Exploration		
		Thurs, Mar. 30	Career Exploration		

12	Unit 9: Labor Markets & Organizational Culture	Mon, Apr. 3	Labor Markets & Research		Assignment #6 - Goals & Next Steps Due Monday, April 3
		Thurs, Apr. 6	Organizational Culture		
13	Unit 10: Developing Skills & Abilities	Mon, Apr. 10	Developing Skills & Abilities		
		Thurs, Apr. 13	Developing Skills & Abilities		
14	Unit 10: Developing Skills & Abilities	Mon, Apr. 17	Developing Skills & Abilities		
		Thurs, Apr. 20	Developing Skills & Abilities		
15		Mon, Apr. 24	Class Presentations		Final Presentation Due - your date will be assigned and communicated to you
		Thurs, Apr. 27	Class Presentations		
16		Mon, May 1	TBD – Last Day – Review of topics		

### Grading Structure

Grading Components	% of Final Course Grade
6 Assignments (10% each)	60%
Final Presentation	25%
Participation/Attendance	10%
Knowledge Checks	5%
<b>Total</b>	<b>100%</b>

### Grading Scale

Points Range	Grade
90 - 100	A
86 - 89	B+
80 - 85	B
76 - 79	C+
70 - 75	C
60 - 69	D
59 and below	F

### **Participation & Attendance (10%)**

You are a stakeholder in this learning process within this course. Please be mindful of your communication and actions in this learning space. Stay respectful, non-judgmental, and supportive of your fellow learners. By doing so, you are promoting a safe space to learn and thereby reducing barriers to learning for yourself and your fellow classmates. Thank you.

***This is an interactive class and attendance/active participation is expected.*** You can learn a tremendous amount from other students - 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 Rutgers is closed; religious holidays; or in the event I contact you via Canvas that class is suspended or moved virtually.

We all experience situations that might be out of our control. For emergency situations, please [contact me directly via email](#) and I will also direct you to the [Dean of Students](#) as needed.

### **Assignments (60%) & Final Presentation (25%)**

Throughout the semester, you will be asked to complete assignments related to the topics we discuss in class. The assignments will be posted and submitted on Canvas.

For a final grade at the end of the semester, you will have the opportunity to demonstrate your ability to effectively communicate your thoughts to an audience, exercise professionalism, and utilize technology while facilitating a final presentation.

**Details about the assignments and final presentation, including due dates and your presentation date, will be posted on Canvas. Please remember to check Canvas for updates. You will be reminded about due dates.**

- Assignment 1: Resume
- Assignment 2: Cover Letter
- Assignment 3: Video Interview
- Assignment 4: LinkedIn Profile
- Assignment 5: Informational Interview
- Assignment 6: Goals & Next Steps

### **Late Assignments:**

Late assignments will be automatically penalized if arrangements are not made in advance for late turn-in or without a valid excused absence discussed prior to missing class.

Assignments submitted late without PRIOR approval will be deducted 20% within 1 week late and then a “0” will be recorded after that time. Questions concerning grades must be addressed in writing via email within 1 week of assignment grades returned. **This policy will be enforced.**

### **Knowledge Checks (5%)**

Knowledge checks will be short quizzes that may review previously covered topics and/or address information covered in class the same day. They will be given periodically throughout the semester at random dates.

### **Extra Credit**

*There may be opportunities for extra credit during the semester, but there is no guarantee. If so, you will be notified of the opportunity. Do not rely on extra credit.*

### **Student Services**

Student Mental Health & Wellbeing:

Please know I care about you and your health and wellbeing. If this course is causing you mental, physical, or emotional stress, please reach out to me directly. Getting help is a smart and brave thing to do. Here are a few resources:

- [Rutgers Student Support Services](#)
- [Student Health & Wellness Services](#)
- [Registrar's Office](#)
- [Rutgers Dean of Students - Student Affairs](#)
- [Information for Current Students \(support for mental health, academics, and finances\)](#)

### **Special Needs Accommodations**

Rutgers, the State University of New Jersey abides by the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments (ADAA) of 2008, and Sections 504 and 508 which mandate reasonable accommodations be provided for qualified students with disabilities and accessibility of online information. If you have a disability and may require some type of instructional and/or examination accommodation, please contact me early in the semester so that I can provide or facilitate in providing accommodations you may need. If you have not already done so, you will need to register with the [Office of Disability Services \(Links to an external site.\)](#), the designated office on campus to provide services and administer exams with accommodations for students with disabilities. Below is the full contact information for the Office of Disability Services:

Office of Disability Services: Lucy Stone Hall, Livingston Campus

54 Joyce Kilmer Avenue, Suite A145, Piscataway, NJ 08854-8045

[dsoffice@rci.rutgers.edu](mailto:dsoffice@rci.rutgers.edu) • (848) 445-6800 • Fax: (732) 445-3388 • <https://ods.rutgers.edu/>

### **Academic Integrity**

Be sure to review and abide by [Rutgers Academic Integrity](#).

### **How to Access Zoom**

Virtual office hours, and possible class meeting(s) if you are notified of an advanced change of location, are conducted through a scheduled Zoom meeting. If you have not activated your Rutgers Zoom account, you will need to do so prior to class starts. Follow the steps below:

- Follow instructions on [Creating Rutgers Zoom Account \(Links to an external site.\)](#). Note: be sure to read what to do if you have an existing personal Zoom account that uses your Rutgers email.

- Once you have activated your Rutgers Zoom account you will then need to make sure your Canvas default email is in the format **netid@rutgers.edu**. Follow instructions on [How to check and set your Canvas Default Email](#) if needed. Then you can access the scheduled Zoom class sessions.
- To access and join the scheduled class sessions, select the Zoom tab from the left navigation menu, then select Join to join the scheduled session. If you are new to Zoom, review the tutorials under [Course Tools Tutorials](#) or at [Rutgers Zoom Homepage](#).

### Zoom Etiquette

- For audio clarity, mute your microphone when not speaking; unmute only when you are speaking.
- Allow for the brief delay that happens when a conversation from one speaker transitions to another. Be patient and allow the person to speak.
- You have the option to turn on/off your webcam.
- Use the Chat box to ask questions and share your thoughts.

### Computer and other Technology Requirements

- Access to the internet
- Reliable computer
- Headphones/Headsets - highly recommended
- Webcam
- Microsoft Word
- [Basic Computer Specifications for Canvas \(Links to an external site.\)](#)

For convenience, you can also download/install the Canvas Student App for Android or iOS devices. Follow the instruction on the respective app centers:

- [Canvas Student App for Android \(Links to an external site.\)](#)
- [Canvas Student App for iOS](#)