



RUTGERS

School of Management
and Labor Relations

Career Management: 37:533:317:05 **Spring 2023**

Friday's @ 5:40pm – 7:00 pm + Asynchronous
Location: Tillet Hall 246

Instructor: Tiffany Rice: Tiffany.Rice@Rutgers.edu

This class is hybrid. It will be conducted face to face on Friday's and asynchronously through Canvas.

Office Hours:

By appointment only. Email Tiffany.Rice@Rutgers.edu with several dates and times.
All meetings will occur virtually.

Optional Reading:

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

Making Career Decisions That Count: A Practical Guide by D.A. Luzzo & L.E. Severy – Published
by Pearson Education (2009)
ISBN: 978-013-17112775

All required class materials will be posted on Canvas at: <https://canvas.rutgers.edu>.

Course Objectives:

This course will provide undergraduate level students an overview of career management topics including professional presence, career self-concept, the changing employment reality, career stages and 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, confidence in the workspace, 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.



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SMLR Learning Objectives:

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

V) Understanding Context – Demonstrate an understanding of relevant theories and apply them given the background context of a particular work situation.

- 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)

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.

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:

All assignments, the midterm, and final exam are to be submitted in **Canvas ONLY** on the date indicated on the syllabus, unless stated otherwise.

Late assignments will be automatically penalized if arrangements are not made in advance for late turn-in or without a valid excused absence. **Assignments that are submitted late will be subjected to a 10% penalty *per day*, Canvas automatically applies this. *You will have one week beyond the due date to receive partial credit for assignments.* Questions concerning grades must be addressed within 2 business days from when the assignment was graded.**

THIS POLICY WILL BE STRICTLY ENFORCED.



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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.

Absences:

If you're not feeling well, do not come to class. Your absence due to an illness will be excused when accompanied with a verified 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%
Midterm Exam:	15%
Final Exam:	25%
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



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Schedule and Topics

Dates	Topic	Resources	Assignment DUE
Jan 20 <i>Week 1</i>	Introduction and Overview of the Course Career Management Career Self-Concept	Super's Developmental Self-Concept Theory NACE Competencies	
Jan 27 <i>Week 2</i>	Resumes: In Class Review Career Services: SMLR & Career Exploration and Success	Deconstructing Job Descriptions Bring 2 copies of your resume.	Career Self-Concept Reflection Essay <i>(due 1/27/23)</i>
Feb 3 <i>Week 3</i>	Cover Letter: In Class Review Career Fair Prep, Pt. 2	Bring 2 copies of your cover letter.	Resume <i>(due 2/3/23)</i>
Feb 10 <i>Week 4</i>	Creating a Positive Professional Image Managing Your Online Presence Career Fair Prep, Pt. 2		Cover Letter <i>(due 2/10/23)</i>
Feb 17 <i>Week 5</i>	Job Interviews & References AI and Recruiting		
Feb 24 <i>Week 6</i>	Job Interviews, cont'd Background Checks & Salary Negotiations	Interview Questions "Thank You" Notes	Mock Interview on Big Interview <i>(due 2/24/23)</i>
Mar 3 <i>Week 7</i>	Mock Interviews		
Mar 10 <i>Week 8</i>	MIDTERM: Informational Interviewing		Informational Interviewing <i>(due 3/10/23)</i>
Mar 17 <i>Week 9</i>	SPRING BREAK: NO CLASS		
Mar 24 <i>Week 10</i>	Job Search Strategies Recruiting Firms / Job Boards / Advertisements Building a Professional Network		



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Mar 31 <i>Week 11</i>	Self-Assessment Theories, Tools, & Interpretations, Pt. 1	MyersBriggs: http://similarminds.com/jung.html Careers Value Scale; Career Interests Profile (Holland); Personality Index; all three at: http://quintcareers.testinroom.com/ (free) Keirsey Temperament Sorter (KTS-II): http://www.keirsey.com/sorter/instruments2.aspx?partid=0	Personality Assessment (<i>due 3/31/23</i>)
Apr 7 <i>Week 12</i>	Self-Assessment Theories, Tools, & Interpretations, Pt. 2 Traitify Assessment Career Exploration / Career Ladders		
Apr 14 <i>Week 13</i>	Labor Markets Market Research The New Employment Reality and Labor Market Trends	Bureau of Labor Statistics at http://www.bls.gov/home.htm Occupational Outlook Handbook: http://www.bls.gov/oco/	
Apr 21 <i>Week 14</i>	Career and Life Goals Developing Skills and Abilities Performance Management/Employment Testing		LinkedIn Profile (<i>due 4/21/23</i>)
Apr 28 <i>Week 15</i>	Transition from College to Career Organizational Culture: Fit, Geography, Global Mobility, Relocation		
May 5 <i>Week 16</i>	Final Exam		Final Exam (<i>due 5/5/23</i>)



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ASSIGNMENTS, MIDTERM, & FINAL

All assignments must be submitted through Canvas by 11:59 pm EST, the day of the deadline.

<u>Assignment 1 (CAREER SELF-CONCEPT REFLECTION): Due Friday, Jan. 27th</u>	
Requirements	<ul style="list-style-type: none">→ Read the overview of Super's Developmental Self-Concept Theory, view the lecture, and answer the questions provided.→ Reflection essay must be 1 full page, single spaced, with a 12 pt. font size, font style of <u>Times New Roman or Calibri only</u>, and must include a cover page in APA format.→ Do not include the questions in your essay.
Grading	10 pts.

<u>Assignment 2 (RESUME): Due Friday, Feb. 3rd</u>	
Requirements	<ul style="list-style-type: none">→ Write a professional resume following the guidelines reviewed in class and through resources shared on Canvas.→ Make sure to include your contact information, summary/objective, relevant experience, and educational background. <i>Double check for any typos or grammatical errors.</i>→ Upload a PDF version of your current resume to <i>Big Interview</i> and download/screenshot your results.→ Adjust your resume according to the feedback you received in your results.
Grading	15 pts.

<u>Assignment 3 (COVER LETTER): Due Friday, Feb. 10th</u>	
Requirements	<ul style="list-style-type: none">→ Identify a position that you are interested in and would apply to.→ Write a professional cover letter for that position following the guidelines reviewed in class.→ Make sure to include contact information (yours and employers), introduction, body, and a closing action statement.→ You can be creative with how you write your cover letter.→ <i>Double check for any typos or grammatical errors.</i>
Grading	15 pts.

<u>Assignment 4 (MOCK INTERVIEW ON BIG INTERVIEW): Due Friday, Feb. 24th</u>	
Requirements	<ul style="list-style-type: none">→ To further strengthen your interviewing skills, you're going to conduct a mock interview utilizing Big Interview in Handshake.→ Select your series of questions from the <i>General</i> or <i>Competency/Skillset</i> section.→ Once you've answered the questions, you will share the link with me.
Grading	10 pts.



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Midterm (INFORMATIONAL INTERVIEWING): Due Friday, Mar. 10th

Requirements	<ul style="list-style-type: none">→ Identify a professional in your field that you would like to contact (via SACC, LinkedIn, your network).→ Make arrangements to conduct the interview via, phone, Zoom, or in-person.→ Prepare at least 7 questions to ask this professional regarding areas like your potential career path, college major, tips for success, lessons they've learned on the job, etc.→ After the interview, prepare a one-page summary on your experience. Further details will be shared in Canvas.→ Summary must be at least 1 full page (no longer than 2 pages), single spaced, with a 12 pt. font size, font style of <u>Times New Roman or Calibri only</u>, and must include a cover page in APA format.
Grading	15 pts.

Assignment 5 (PERSONALITY ASSESSMENT): Due Friday, Mar. 31st

Requirements	<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 characteristics 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).→ Summary must be at least 1 full page (no longer than 2 pages), single spaced, with a 12 pt. font size, font style of <u>Times New Roman or Calibri only</u>, and must include a cover page in APA format.
Grading	10 pts.

Assignment 6 (LINKEDIN PROFILE): Due Friday, Apr. 21st

Requirements	<ul style="list-style-type: none">→ Watch "Rock Your LinkedIn Profile" by Lauren Jolda AND "LinkedIn Quick Tips" by Oliver Schinkten on LinkedIn Learning.→ Take a screenshot of your profile before you make any changes. Then update your LinkedIn profile based off what you learned.→ Submit a 1 full page reflection essay explaining your learning from the videos. Be sure mention any specific sections that stuck out to you from BOTH videos.→ Reflection must be at least one full page, single spaced, with a 12 pt. font size, font style of <u>Times New Roman or Calibri only</u>, and must include a cover page in APA format.
Grading	10 pts.

FINAL EXAM: Due Friday, May 5th

Requirements	<ul style="list-style-type: none">→ The final will require you to create a 7 – 10 minute video presentation answering the questions provided.→ You can be creative with how you share your responses.→ More information will be shared about the final at least two weeks before it's due.
Grading	25 pts.