



Career Management 37:533:317:06

Fall 2024, In-Person

Instructor Information

Instructor: Teresitia Walters

E-mail: Twalters@smlr.rutgers.edu

Virtual Office Hours: By appointment, through Zoom

How to contact your instructor

Email your instructor through the Canvas Inbox feature (left Navigation tab, red section). This ensures your email is received and the instructor knows which student, from which course site is emailing.

If you cannot access Canvas for some reason and just want to email, email the instructor from your Rutgers email account to Twalters@smlr.rutgers.edu

Course Delivery Format

The course is delivered *in-person, in the classroom*.

We will be utilizing this Canvas Learning Management System (LMS) to access learning materials, announcements, submit Assignments, communicate via the Inbox feature, attend live sessions through Zoom, and take exams. 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](#).

Be sure to review all the components of this course Syllabus below. Click on the Syllabus Navigation floating panel to jump from section to section.

Class Meets

- Class meets on **Wednesdays, from 3:50 to 6:40 PM** (Eastern Standard Time).
- in the **Beck Hall 542, Livingston Campus**

Virtual Office Hour

- The Virtual Office Hour will be conducted through Zoom upon request.

Course Description

This course is designed to teach students to use career readiness competencies to clearly define their career objectives. This course will provide undergraduate level students an overview of career management. Some elements that will be reviewed are resumes, cover letters, interviewing, salary negotiation, career trends, skills, and LinkedIn. This course will assist students to improve their communication and networking skills. Students will understand the connection between internships and full-time careers, develop techniques for conducting successful job searches, and identify strategies necessary for ongoing career development in today's workplace. This class will be delivered weekly with the use of lectures, career assessments, class discussions, role-playing activities, presentations, career development assignments and guest speakers.

Read section carefully. Note: if you are new to Canvas, complete the Canvas tutorials under [Course Tools Tutorials](#). Course material may be updated to reflect the needs of the class.

Course Materials

- There is no textbook for this course. All learning materials will be provided in the Modules under the respective Class To Do pages.

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 contact and address

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/>

Course Objectives

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

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

- Describe the career development process and identify where they are in the cycle.
- Identify their own personal priorities, skills, interests, strengths, and values using a variety of contemporary assessment tools and reflection activities.
- Relate their assessments to academic and career goals..
- Write a compelling resume and cover letter.
- Interview effectively for prospective internships and jobs.

- Participate effectively in networking events.
- Develop effective presentation skills appropriate for different settings and audiences
- Work productively in teams, in social networks, and on an individual basis
- Develop cultural agility competencies
- Demonstrate lifelong personal and professional development skills

Course Schedules & Structure

Important Dates

9/3	Start of the Semester
9/12	Drop/Add Deadline 11/28-12/1 Thanksgiving Recess
10/28	Last day to drop with a “W”
12/11	Last Day of Classes
12/12-12/13	Reading Days 12/16-12/23 Final

Course Grading:

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

Schedule and Topics

The table shows the Course Schedule: Dates, Topics-subject to change within reason to adapt to the needs of the class.

Class Dates	Topics	Resources	What's Due This Week
Sept. 4 <i>Week 1</i>	Introduction and Career Fair Prep Icebreaker Career Fair Prep How to prepare for career fairs (research, approach, dress code). The Pitch- Elevator Pitch – NEWS Elevator pitches and the importance of first impressions.	Elevator pitch Resume using AI tools.	No assignment
Sept. 11 <i>Week 2</i>	Career Fair Prep Cont. Icebreaker-speed networking How to use AI platform for job search: Handshake Generative AI for Cover Letter Resume Building Continued Professional attire (Dress for Success).	Finalize and submit your resume. Submit an AI-generated cover letter.	Complete Resume
Sept. 18 <i>Week 3</i>	Personal Development Self Concept Understand Your Interest – Attend the career fair-extra credit	Traitify	Submit Bio Submit assessment results Connect with 5 employers

Sept. 25 <i>Week 4</i>	Labor Market Trends: Explore Work NACE reviewed		Group Work
Oct. 2 <i>Week 5</i>	Interview Prep Common interview questions (behavioral and situational). Mock interviews in pairs.	Activate AI tool- Big Interview	Reflection
Oct. 9 <i>Week 6</i>	Interview Prep Virtual interview Extra credit – mock interview		Guest Mid term-Virtual Interview
Oct. 16 <i>Week 7</i>	Building Your Online Presence (LinkedIn) Article Reviewed – Theory	Review LinkedIn profiles Update linkedin	Submit updated LinkedIn
Oct. 23 <i>Week 8</i>	Job Search Strategies		Complete tracking sheet <i>Create a list of 10 potential jobs</i>
Oct. 30 <i>Week 9</i>	Update Your Skills List: Upskilling and Reskilling Update your Skills List: NACE Competencies. Article Reviewed		SMLR Badges reviewed Complete skills list

Nov. 6 <i>Week 10</i>	Pitch an Idea: Entrepreneurship		<i>Present in class</i>
Nov. 13 <i>Week 11</i>	Continuous Learning: Developing Skills and Abilities Cont.		<i>Submit Complete Certification</i>
Nov. 20 <i>Week 12</i>	Salary Negotiation Get professional help with your career plans: Advisor		<i>Meet with career advisors for 1:1 career plan reviews. App submitted.</i>
Nov. 27 <i>Week 13</i>	THURSDAY SCHEDULE – NO CLASS		
Dec. 4 <i>Week 14</i>	Stand out in job search – portfolio design		<i>Portfolio Design</i>
Dec. 11 <i>Week 15</i>	15min Pitch		<i>Portfolios Presented</i>

Course Assignments

- Assignment 1: Resume
- Assignment 2: Cover Letter
- Assignment 3: Assessment/Interest
- Assignment 4: Mino Bio
- Assignment 5: LinkedIn Profile
- Assignment 6: Certification
- Misc

---Grading Structure

Extra Credit Accepted – max - 5points

The table shows the grading components in the first column and the percentage towards course grade in the second column.

Grading Components	% of Final Course Grade
Attendance/Participation in Class Discussions	10%
Assignments	60%
Midterm	15%
Final Portfolio:	15%
Total	100%

Grading Scale

The table shows the grading scale, grade points in the first column, and letter grades in the second column

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

Student Services

- [Rutgers Student Support Services](#)
- [Student Health & Wellness Services](#)

- [Registrar's Office](#)
- [Rutgers Dean of Students - Student Affairs](#)

Life Happens

I am dedicated to educating the whole person, please let us know if there is something impacting your ability to attend and or complete class. Please contact the Deans office who is able to assist with verification notices to professors in the event that you have a serious situation. <https://studentsupport.rutgers.edu/services/absence-and-verification-notice>. All late assignments will be collected on 2 dates (Nov and Dec) it must be accompanied by a time management plan if applicable.

Attendance Policy

We meet 15 times for the semester. After 3 absences you'll automatically loose the 10% for participation/discussion grade unless your excuse it documents with the university. Any days absent counts as zero unless your reason is documented..

Engaging in your learning community

You are a stakeholder in this learning process, in 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.

Academic Integrity

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

TurnItIn Statement

Students (You) agree that by taking this course all required papers may be subject to submission for textual similarity review to **Turnitin.com** (via Canvas Assignments Portal) for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the [Usage Policy \(Links to an external site.\)](#) posted on the Turnitin.com site.

If you do not agree please contact me immediately.

Any Broken Links/URLs

At SMLR, we strive to continuously improve our course design. If you come across any broken links/URLs, or pages that don't exist, please email SMLR Instructional Technology Specialist, Marta Pulley, marta.pulley@rutgers.edu. Any suggestions you have for improving the course design is greatly appreciated.