

Career Management, [37:533:317:01](#) Spring 2025, 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 2:00 PM to 5:00 PM** (Eastern Standard Time).
- in the **Til 252, 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

How to Access Zoom

Virtual office hours are conducted through 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 etiquettes:

- 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.
- You can use the Chat box to ask questions, share your thoughts.

Canvas Tutorials & Technical Support

If you are new to Canvas or need a refresher tutorial, visit:

- [Getting Started In Canvas for Students \(Links to an external site.\)](#)

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

- Contact [Rutgers IT Help Desk](#). 833-648-4357, help@oit.rutgers.edu.
- Refer to the [Canvas Student TutorialLinks to an external site.](#)
- View tutorials at [Course Tools Tutorials](#) (in the Modules section)

Computer and other Technology Requirements

- Access to the internet
- Reliable computer
- Headphones/Headsets - highly recommended
- Webcam - optional
- 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](#)

Course Schedules & Structure

Important Dates

1/21 Start of the Semester

2/3 Drop/Add Deadline

3/15-3/23 Spring Recess

3/31 Last day to drop with a “W” 5/5 Last Day of
Classes

5/6- 5/7 Reading Days

5/8- 5/14 Final Exam Period

Link to the Rutgers Religious Holidays and
Observances listed for the semester:

<https://diversity.rutgers.edu/RespectFaithPractices>

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
Jan 22. <i>Week 1</i>	Building Relationships & Career Fair Prep Icebreaker- Small Talk Career Fair Prep <i>How to prepare for career fairs (research, approach, dress code, resume crafting).</i>	Resume using AI tools. Article Review	
Jan 29. <i>Week 2</i>	Career Fair Prep Cont. Resume Building Continued The Pitch- Elevator Pitch – NEWS <i>Elevator pitches and the importance of first impression.</i>	Elevator pitch video discussion	<i>Set Appointment with Career Advisor to review Career Plan.</i>
Feb 5. <i>Week 3</i>	Icebreaker-The NEWS Recap Generative AI for Cover Letter Professional Attire (Dress for Success) <i>Attend the career fair-extra credit</i>	<i>Practice Pitch</i>	<i>Submit Completed Resume.</i> <i>Connect with 5 employers.</i>
Feb 12. <i>Week 4</i>	Personal Development Understand Your Interest <i>Career Assessment Theories</i>	Traitify AI Tool	<i>Submit Assessment results</i>

	<p><i>Discussion</i></p> <p><i>Attend the career fair-extra credit</i></p> <p>Activity – Speed Networking</p>		<i>Connect with 5 employers.</i>
<p>Feb 19. <i>Week 5</i></p>	<p>Labor Market Trends: Learn More About Your Industry <i>What Can I do With A Major In?</i></p> <p>Articles Reviewed in Group.</p> <p>Discussion</p> <p><i>Attend the career fair-extra credit</i></p>	<p>Market Research Using : O’net and Bureau of Labor Statistics.</p>	<p>Group Work</p> <p><i>Connect with 5 employers</i></p>
<p>Feb 26. <i>Week 6</i></p>	<p>Job Search Strategies</p> <p>How to use AI platform for job search. Job Search Strategies Reviewed.</p>	<p>Handshake</p> <p>Assign Midterm</p>	
<p>Mar 5. <i>Week 7</i></p>	<p>Interview Prep</p> <p>Mastering the Art of Storytelling.</p> <p>Common interview questions (behavioral and situational).</p> <p>Mock interviews in pairs.</p>		
<p>Mar 12. <i>Week 8</i></p>	<p>Interview Prep Virtual interview</p>	<p>Activate AI tool- Big Interview</p>	<p>Storytelling Sheet Due</p> <p>Midterm Due</p>
<p>Mar 19.</p>	<p>SPRING BREAK</p>		
<p>Mar 26. <i>Week 9</i></p>	<p>Building Your Online Presence (LinkedIn)</p> <p>Article Reviewed – Theory</p>	<p>Review LinkedIn profiles</p> <p>Update linkedin</p>	<p>Submit updated LinkedIn</p>

April 2. <i>Week 10</i>	Update Your Skills List: Upskilling and Reskilling Group Work in Padlet. Select a New Skill.		<i>SMLR Badges reviewed</i> <i>Complete skills list from LinkedIn Profiles</i> <i>Complete Skills Certificate</i>
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April 9. <i>Week 11</i>	Continuous Learning: Developing Skills – NACE Competencies		<i>Certificate Due</i>
April 16. <i>Week 12</i>	Effective Communication Skills		
April 23. <i>Week 13</i>	Presentation – Peer review of portfolios and final discussions.		<i>Portfolio Presentation</i>
April 30. <i>Week 14</i>	Presentation – Peer review of portfolios and final discussions.		<i>Portfolio Presentation</i>

Course Assignments

- Assignment 1: Resume and Cover Letter (10)
- Assignment 2: LinkedIn Optimization (10)
- Assignment 3: Skills Certificate (10)
- Assignment 4: Meet with Advisor and alumni (10)
- Assignment 5: Complete Assessment (10)
- Assignment 6: Storytelling Toolkit (10)

---Grading Structure

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	5%
Assignments	60%
Midterm	15%
Final Portfolio:	15%
Class Discussions	5%
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 and it must be accompanied by a time management plan if applicable. (March 8th and May 3).

Attendance Policy

We meet 15 times for the semester. After 3 absences you'll automatically lose the 10% for participation/discussion grade unless your excuse is documented 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.