



RUTGERS

School of Management
and Labor Relations

Career Management: 37:533:317:05
Fall 2023

Monday's @ 5:40pm – 7:00 pm + Asynchronous
Location: Beck 251

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

This class is hybrid. It will be conducted face to face weekly for 1 hr. and 20 mins. on Monday's and asynchronously through Canvas.

FYI: Our first day of class is Monday, September 11th, due to the University Closing on Monday, September 4th in observance of Labor Day.

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 subject to a 10% grade reduction, per day, until you are no longer able to receive credit.** *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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Discussion Board Posts:

The discussion board is a valuable platform for you to engage in insightful discussions, share your perspectives, and learn from your classmates. To promote active participation, you are required to make biweekly discussion board posts. These posts will consist of your initial response to the provided topic/question/article and a response to a classmate's post.

A new discussion board post will be made available every other Wednesday, starting Wednesday, Sept. 13th. Both responses must be made within two weeks of the post being shared. All posts will close at the end of the two-week period.

Refer to Canvas for more details.

Attendance / In-Class & Online Participation:

This is an interactive class and participation both in-person and virtually, 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.

Arriving to class more than 10 minutes late will automatically result in a loss of half of your class participation points for that class.

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. **If you miss more than three (3) in-person classes (unexcused absences), your final grade will be reduced by one full letter grade.**

Grading:

Assignments:	40%
Midterm Exam:	15%
Final Exam:	25%
Discussion Board Posts:	10%
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

Class Dates	Topics	Resources	What's Due & When
Sept. 11 <i>Week 1</i>	Introduction and Overview of the Course Resumes Career Fair Prep, Pt. 1	Deconstructing Job Descriptions Bring 2 copies of your resume.	<i>DB Post #1 Opens 9/13/23</i>
Sept. 18 <i>Week 2</i>	Cover Letter Career Fair Prep, Pt. 2	Bring 2 copies of your cover letter.	Resume due 9/18/23
Sept. 25 <i>Week 3</i>	Career Exploration and Management Career Self-Concept Career Services: SMLR and Career Exploration and Success	Super's Developmental Self-Concept Theory NACE Competencies	Cover Letter due 9/25/23 <i>DB Post #2 Opens 9/27/23</i>
Oct. 2 <i>Week 4</i>	Creating a Positive Professional Image and Personal Brand Managing Your Online Presence (LinkedIn)		
Oct. 9 <i>Week 5</i>	Interviews, Pt. 1	Interview Questions	Self-Concept Reflection Essay due 10/9/23 <i>DB Post #3 Opens 10/11/23</i>
Oct. 16 <i>Week 6</i>	Interviews, Pt. 2	"Thank You" Notes	
Oct. 23 <i>Week 7</i>	AI and Recruitment Professional References Background Checks and Salary Negotiations		Mock Interview due 10/23/23 <i>DB Post #4 Opens 10/25/23</i>
Oct. 30 <i>Week 8</i>	Job Search Strategies Recruiting Firms / Job Boards / Advertisements Building a Professional Network		
Nov. 6 <i>Week 9</i>	MIDTERM: LinkedIn Profile Development		Midterm due 11/6/23 <i>DB Post #5 Opens 11/8/23</i>



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Nov. 13 <i>Week 10</i>	Labor Markets Trends Market Research The New Employment Reality	Bureau of Labor Statistics at http://www.bls.gov/home.htm Occupational Outlook Handbook: http://www.bls.gov/oco	
Nov. 20 <i>Week 11</i>	Self-Assessment Tools and Interpretations	Agile Work Profiler Traitify	<i>DB Post #6 Opens 11/22/23</i>
Nov. 27 <i>Week 12</i>	Career and Life Goals Developing Skills and Abilities Organizational Culture: Fit, Geography, and Global Mobility		Self-Assessment Reflection due 11/29/23
Dec. 4 <i>Week 13</i>	Transition from College to Career Career Sustainability and Longevity Performance Management/Employment Testing		<i>DB Post #7 Opens 12/6/23</i>
Dec. 11 <i>Week 14</i>	Leadership and Management Skills Diversity and Inclusion in the Workplace Work-Life Balance		
Dec. 18 <i>Week 15</i>	Final Exam: Informational Interview		Final Exam due 12/18/23



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ASSIGNMENTS, MIDTERM, & FINAL

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

Review each assignment, midterm and final in Canvas for more thorough and detailed instructions.

<u>Assignment 1 (RESUME): Due Monday, Sept. 18th</u>	
Requirements	<ul style="list-style-type: none">→ Write a professional resume following the guidelines reviewed in-class, the recorded lecture, and resources shared in Canvas.→ Make sure to include/update your contact information, summary/objective, relevant experience, and educational background.→ Upload a PDF version of your current resume to Big Interview and download/screenshot your results.→ Adjust your resume according to the feedback you received in your results.
Grading	15 pts.

<u>Assignment 2 (COVER LETTER): Due Monday, Sept. 25th</u>	
Requirements	<ul style="list-style-type: none">→ Identify a position that you are interested in and would apply to. Provide a screenshot of a the full job description.→ Write a professional cover letter for that position following the guidelines reviewed in class, the recorded lecture, and resources shared in Canvas.→ 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.
Grading	15 pts.

<u>Assignment 3 (SELF-CONCEPT REFLECTION ESSAY): Due Monday, Oct. 9th</u>	
Requirements	<ul style="list-style-type: none">→ Read the overview of Super's Developmental Self-Concept Theory, view the recorded lecture, and answer the questions provided in Canvas.→ Essay must be 1 full page, single spaced, with a 12 pt. font size, font style of <u>Times New Roman</u> or <u>Calibri</u> only, and must include a cover page in APA format.→ Do not include the questions in your essay.
Grading	15 pts.

<u>Assignment 4 (MOCK INTERVIEW ON BIG INTERVIEW): Due Monday, Oct. 23rd</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 General or Competency/Skillset section.→ Once you've answered the questions, you will share the link of your recorded responses.→ All interview responses must be at least 30 seconds long.
Grading	15 pts.



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MIDTERM (LINKEDIN PROFILE DEVELOPMENT): Due Monday, Nov. 6th

Requirements	→ All requirements for the midterm will be shared via Canvas.
Grading	20 pts.

Assignment 5 (SELF-ASSESSMENT REFLECTION ESSAY): Due Wednesday, Nov. 29th

Requirements	<ul style="list-style-type: none">→ Summarize your self-assessment results from Traitify (via Handshake) and the Agile Work Profiler.→ Answer reflection questions outlined 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.

FINAL (INFORMATIONAL INTERVIEWING): Due Monday, Dec. 18th

Requirements	→ All requirements for the final will be shared via Canvas.
Grading	30 pts.