



RUTGERS

School of Management
and Labor Relations

Career Management: 37:533:317:05 **Fall 2024**

Tuesday's @ 5:40pm – 7:00 pm (in-person) + Asynchronous
Location: BRR 4073

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 Tuesday's and asynchronously through Canvas. **Our first in-person of class is Tuesday, Sept. 3rd.**

Office Hours:

By appointment only. Email Tiffany.Rice@Rutgers.edu with several dates and times.

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.

Important Dates:

- The last day to ADD and/or DROP a class is Thursday, September 12th.
- The last day to WITHDRAW from a SINGLE course for a W grade is Monday, October 28th.



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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.

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.

Coursework:

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

Late coursework will be subject to a 10% grade reduction, per day, until you are no longer able to receive credit.



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Extension Policy:

You have a 48 hour, no questions asked extension on all assignments and discussion board posts ONLY (*this does not include the midterm and final*). You must fill out this form no later than the original deadline. Any assignment or post that is submitted after the deadline and without a request form will be subject to the late policy.

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 share two responses to 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.

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.

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 participation points for that class.

Absences:

If you're not feeling well, do not come to class. Your absence due to an illness will only 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.

Permissible Absences: You are allowed a total of **three** absences throughout the semester with no impact on your final grade.

Penalties for Additional Absences:

- **Fourth Absence:** A fourth absence will result in a deduction of half a letter grade from your final grade (e.g., B+ to B).
- **Five or More Absences:** Five or more absences will lead to a deduction of a full letter grade from your final grade (e.g., B+ to C+).

Grading:



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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 This Week
Sept. 3 <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.	
Sept. 10 <i>Week 2</i>	Cover Letter Career Fair Prep, Pt. 2	Bring 2 copies of your cover letter.	<i>DB Post #1 Opens</i> Resume: 9/10/24
Sept. 17 <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: 9/17/24
Sept. 24 <i>Week 4</i>	Creating a Positive Professional Image and Personal Brand Managing Your Online Presence (LinkedIn)		<i>DB Post #2 Opens</i>
Oct. 1 <i>Week 5</i>	Interviews, Pt. 1	Interview Questions	Self-Concept Reflection Essay: 10/1/24
Oct. 8 <i>Week 6</i>	Interviews, Pt. 2	"Thank You" Notes	<i>DB Post #3 Opens</i>
Oct. 15 <i>Week 7</i>	AI and Recruitment Professional References Background Checks and Salary Negotiations		Mock Interview: 10/15/24
Oct. 22 <i>Week 8</i>	Job Search Strategies Recruiting Firms / Job Boards / Advertisements Building a Professional Network		<i>DB Post #4 Opens</i>
Oct. 29 <i>Week 9</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/ooh	LinkedIn Midterm: 1/1/24



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Nov. 5 <i>Week 10</i>	Self-Assessment Tools and Interpretations	Agile Work Profiler Traitify	<i>DB Post #5 Opens</i>
Nov. 12 <i>Week 11</i>	Career and Life Goals Developing Skills and Abilities Organizational Culture: Fit, Geography, and Global Mobility		Self-Assessment Reflection <i>Due 11/12/24</i>
Nov. 19 <i>Week 12</i>	Transition from College to Career Career Sustainability and Longevity Performance Management/Employment Testing		<i>DB Post #6 Opens</i>
Nov. 26 <i>Week 13</i>	THURSDAY SCHEDULE – NO CLASS		
Dec. 3 <i>Week 14</i>	Leadership and Management Skills Diversity and Inclusion in the Workplace Work-Life Balance		
Dec. 10 <i>Week 15</i>	Final Exam: Informational Interview		Final Exam <i>due 12/17</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.

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

<u>Assignment 1 (RESUME): Due Tuesday, Sept. 10th</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	20 pts.

<u>Assignment 2 (COVER LETTER): Due Tuesday, Sept. 17th</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.→ Submit your
Grading	20 pts.

<u>Assignment 3 (SELF-CONCEPT REFLECTION ESSAY): Due Tuesday, Oct. 1st</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	20 pts.

<u>Assignment 4 (MOCK INTERVIEW ON BIG INTERVIEW): Due Tuesday, Oct. 15th</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	18 pts.



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MIDTERM (LINKEDIN PROFILE DEVELOPMENT): Due Friday, Nov. 1st

Requirements	→ All requirements for the midterm will be shared via Canvas.
Grading	25 pts.

Assignment 5 (SELF-ASSESSMENT REFLECTION ESSAY): Due Tuesday, Nov. 12th

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 600 -700 words, with a 12 pt. font size, and a font style of <u>Times New Roman or Calibri only.</u>
Grading	15 pts.

FINAL (INFORMATIONAL INTERVIEWING): Due Tuesday, Dec. 17th

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