



RUTGERS

School of Management
and Labor Relations

Career Management: 37:533:317:05 **Spring 2026**

Tuesday's @ 5:40pm – 7:00 pm (in-person) + Asynchronous
Location: BRR 5109

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 Tuesdays and asynchronously through Canvas. **Our first in-person class is Tuesday, January 20th.**

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, January 29th.
- The last day to WITHDRAW from a SINGLE course for a W grade is Monday, March 23rd.

SMLR Learning Objectives:

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

- IV) Theoretical Perspectives – Demonstrate an understanding of relevant theories and apply them given the background context of a particular work situation.**
- a. Demonstrate an understanding of the practical perspectives, theories and concepts in their field of study
 - b. Evaluate and apply theories from social science disciplines to workplace issues



RUTGERS

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

- a. Develop effective presentation skills appropriate for different settings and audiences
- b. Develop career management skills to navigate one's career
- c. Understand cultural differences and how to work in a multicultural environment
- d. Work productively in teams, in social networks, and on an individual basis
- e. Develop cultural agility competencies
- f. 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 canceled by the instructor will be held at the next regularly scheduled class period.

Coursework:

All assignments, discussion board posts, the midterm, and the 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 can no longer receive credit.

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 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 complete **two contributions** for each biweekly discussion board post:

- One initial post responding to the provided topic, question, or article, due one week after the discussion board is posted.
- One response to a classmate's post, due by the final deadline, which is two weeks after the discussion board is posted.

All discussion boards will close at the end of the two-week period, and posts submitted after that time will not be accepted.



RUTGERS

School of Management
and Labor Relations

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 engaged and actively participate.

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 by 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).
- **Fifth Absence:** Five or more absences will lead to a deduction of a full letter grade from your final grade (e.g., B+ to C+).
- **Beyond Five Absences:** For every absence beyond five, your final grade will be reduced by an additional **half a letter grade per absence** (e.g., six absences result in a grade of B+ to B, seven absences result in B to C+).

Grading:

Assignments:	40%
Midterm Exam:	15%
Final Exam:	25%
Discussion Board Posts:	10%
Attendance/Participation:	10%
Total:	100%

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



RUTGERS

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Class Date	Topics	What's Due This Week
Jan. 20 <i>Week 1</i>	Career Foundations and Self-Concept	
Jan. 27 <i>Week 2</i>	Career Exploration and Experiential Learning	Self-Concept Reflection Essay Due: Friday, Jan. 30th
Feb. 3 <i>Week 3</i>	Self-Assessment and Career Agility	<i>DB Post #1 Opens</i>
Feb. 10 <i>Week 4</i>	Personal Branding and Online Presence	Self-Assessment Reflection Due: Friday, Feb. 13th
Feb. 17 <i>Week 5</i>	Resume Development	<i>DB Post #2 Opens</i>
Feb. 24 <i>Week 6</i>	Cover Letters and Storytelling	Resume Due: Friday, Feb. 27th
Mar. 3 <i>Week 7</i>	Interview Skills, Part I	<i>DB Post #3 Opens</i> Cover Letter Due: Friday, Mar. 6th
Mar. 10 <i>Week 8</i>	Interview Skills, Part II & Professional Etiquette	
Mar. 17 <i>Week 9</i>	SPRING BREAK	LinkedIn Midterm Due: Monday, Mar. 23rd
Mar. 24 <i>Week 10</i>	Job Search Strategies and Labor Market Trends	<i>DB Post #4 Opens</i> Final, Pt. 1 Due: Friday, Mar. 27th
Mar. 31 <i>Week 11</i>	Salary Negotiation and Financial Literacy	Mock Interview Due: Friday, Apr. 3rd
Apr. 7 <i>Week 12</i>	Organizational Culture and Global Careers	<i>DB Post #5</i>
Apr. 14 <i>Week 13</i>	Leadership, Skills, and Career Longevity	
Apr. 21 <i>Week 14</i>	Transition to Career and Growth Mindset	<i>DB Post #6</i>
Apr. 28 <i>Week 15</i>	OPTIONAL CLASS	Final, Pt. 2 Due: Friday, May 8th



RUTGERS

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and Labor Relations

ASSIGNMENTS, MIDTERM, & FINAL

All assignments, discussion board posts, midterm, and final must be submitted through Canvas by 11:59 pm EST, the day of the deadline.

<u>SELF-CONCEPT REFLECTION ESSAY: Due Friday, Jan. 30th</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 or Calibri only</u>, and must include a cover page in APA format.→ Do not include the questions in your essay.→ <u>Submit your assignment using Microsoft Word or PDF ONLY!</u>
Grading	20 pts.

<u>SELF-ASSESSMENT REFLECTION ESSAY: Due Friday, Feb. 13th</u>	
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>.→ <u>Submit your assignment using Microsoft Word or PDF ONLY!</u>
Grading	15 pts.

<u>RESUME REVIEW: Due Friday, Feb. 27th</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 <i>Big Interview</i> and download/screenshot your results.→ Adjust your resume according to the feedback you received in your results.→ <u>Submit your assignment using Microsoft Word or PDF ONLY!</u>
Grading	20 pts.

<u>COVER LETTER REVIEW: Due Friday, Mar. 6th</u>	
Requirements	<ul style="list-style-type: none">→ Identify a position that you are interested in and would apply to and write a professional cover letter for this role.→ Follow 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.→ <u>Submit your assignment using Microsoft Word or PDF ONLY!</u>
Grading	20 pts.



RUTGERS

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and Labor Relations

LINKEDIN PROFILE DEVELOPMENT MIDTERM: Due Monday, Mar. 23rd

Requirements	→ All requirements for the midterm will be shared via Canvas. → <u>Submit your assignment using Microsoft Word or PDF ONLY!</u>
Grading	25 pts.

MOCK INTERVIEW: Due Friday, Apr. 3rd

Requirements	→ To further strengthen your interviewing skills, you're going to conduct a mock interview utilizing Big Interview in Handshake. → Once you've answered the questions, you will share the link of your recorded responses. → All responses must be at least 30 seconds long.
Grading	18 pts.

FINAL EXAM – INFORMATIONAL INTERVIEW:

Due Part I – Friday, Mar. 27th & Part II Friday, May 8th

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