



RUTGERS–NEW BRUNSWICK School of Management and Labor Relations

Career Management, 3 7:533:317:06 Fall 2026, In-Person

COURSE OVERVIEW

This course is designed to help students make informed career decisions while building the professional skills necessary for long-term success. Students will learn to identify their values, skills, interests, and personality traits through structured assessments and reflection activities. Using this self-knowledge, they will explore career options, research labor market trends, and learn to stand out in the job search process.

The course also emphasizes practical career readiness tools, including resumes, cover letters, LinkedIn profiles, interviewing, networking, and personal branding. Through this **experiential learning phase**, students will move from knowing to doing. Through role-play, guest speakers, and applied assignments, students will gain the confidence and strategies to transition from college to internships and full-time opportunities. By the end of the course, each student will present a personalized Career Action Plan and portfolio.

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.

Instructor Information

Instructor: Teresitia Walters
E-mail: Twalters@smlr.rutgers.edu
Virtual Office Hours: Fridays 10 AM– 1PM or by appointment

Class: BE 253, Thursdays at 3:50PM-6:50PM

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

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.

Virtual Office Hour

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

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/>

Excused Absences: Excused absences include illness (verified by a 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.

Absences, Temporary Conditions, and Student Concerns:

Excused absences, include illness must be verified by a note from a medical professional. In the event of a projected or actual personal absence, please contact me as soon and we can discuss how best to accommodate the missed course work. My overarching concern is for your well-being; we can then figure out how to ensure that you don't fall behind on your course work. Rutgers policy on religious holidays. NOTE: Inclement weather is recognized when the Rutgers Information Service announces that Rutgers is closed; religious holidays, or when the instructor emails the class announcing class is suspended. <https://scheduling.rutgers.edu/scheduling/religious-holidaypolicy>

For further assistance - Please click on the following link for assistance and more information-
<https://studentsupport.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

AI Policy:

Artificial intelligence tools are welcomed as a helpful resource for your coursework, You may use AI for brainstorming, structuring, drafting, editing, or analysis. However, using AI comes with two firm conditions:

1. **Transparency & Attribution:** Any use of AI must be explicitly declared. You must include an **AI Disclosure Statement** at the end of your submission stating which tool was used, the prompts provided, and how the output was modified. Scroll to the bottom of this page to see sample disclosure statements you can share with your students.
2. **Verification & Responsibility:** Generative AI tools frequently produce inaccurate facts, fake citations, or biased information. You are 100% accountable for the accuracy, logic, and factual integrity of the final work you submit. Submitting incorrect or hallucinated claims generated by AI will result in grade deductions.

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 Etiquette:

- 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

9/1 Start of the Semester

9/14 Drop/Add Deadline

11/16 Last day to drop with a “W”

11/26- 11/29 Thanksgivings Break

12/10 Last Day of Classes

12/11- 12/14 Reading Days

12/15- 12/122 Final Exam Period Link to the
Rutgers Religious Holidays and Observances

listed for the semester:

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

Late assignments grades must be addressed within 2 business days of assignments returned in class, regardless of whether you were in class that day. THIS POLICY WILL BE STRICTLY ENFORCED.

Activity	Points
Attendance and Participation	5%
Participation	5%
Group Work	10%
Assignment	50%
Experiential Learning – Event	10%
Midterm	10%
Final	10%

Date	Week	Topics	Activities / Resources	Assignments Due
Sept. 3	1	Introduction to Career Management	• Activate Career Tools • Review Handshake • Introduction to career planning and career management	None
Sept. 10	2	Career Fair Preparation • Career Lab	• Resume Review • Career Technology: Career Navigator • Career Fair preparation	#1 Resume – Bring 2 copies to class and submit in Assignments tab
Sept. 17	3	Building Your Online Presence • LinkedIn Optimization • Career Lab	• LinkedIn Learning video • LinkedIn profile review • Profile optimization	Updated LinkedIn Profile – Complete in class
Sept. 24	4	Personal Development: Interests & Personality • Career Lab	• Traitify AI Career Tool • Career assessment tools • Explore interests, personality, and career fit	Career Assessment Results – Submit in class
Oct. 1	5	Understanding Your Industry & Labor Market Trends • Career Lab	• O*NET • Bureau of Labor Statistics (BLS) • Career articles • What Can I Do With This Major?	Market Research Group Meeting
Oct. 8	6	Job Search: Find the Right Role	• Networking Guide • Identifying target employers and positions • Career Lab	Networking Outreach – Draft outreach emails in class

Date	Week	Topics	Activities / Resources	Assignments Due
Oct. 15	7	Job Search Strategy & Professional Networking	• Career Lab • Networking practice • Employer/job search strategies	Career Networking Activity
Oct. 22	8	Position Yourself to Win: Interview Preparation I • Mastering Career Storytelling	• Interview Question Bank • Career storytelling practice • STAR method / professional examples	Career Storytelling Assignment – Due by midnight
Oct. 29	9	Interview Preparation II • Virtual Interviews • Career Lab: Mock Interview	• Big Interview platform • Mock interview practice • Virtual interview strategies	Midterm & Reading Assigned
Nov. 5	10	Personal Development: Skills & Strengths • Skills Inventory • Career Lab: Field Practice on Campus	• Skills inventory tool • Article review • Identify transferable skills	Skills Profile – Complete in class Midterm Due by 11 PM
Nov. 12	11	Training & Upskilling • LinkedIn Learning • Simulation Projects	• Padlet collaboration • Article review • Explore professional development opportunities	Skills Certificate – Due by 11 PM
Nov. 19	12	Career Readiness Competencies • NACE Career Readiness Competencies • Career Lab	• NACE Competency Checklist • Article review • Apply competencies to career development	Group Discussion
Nov. 26	13	Career Readiness Competencies:	• Apply NACE competencies to career experiences	Group Presentation

Date	Week	Topics	Activities / Resources	Assignments Due
		Application • Career Lab	• Group preparation and practice	
Dec. 3	14	Portfolio Design • Career Lab	• Career portfolio development • Final project workshop • Portfolio review	Final Project – Submit in Discussion
Dec. 10	15	Portfolio Design & Career Launch • Career Lab	• Final portfolio development • Career readiness reflection • Career Launch preparation	Final Project – Submit in Discussion