

Career Management: 37:533:317:04
Spring 2020

Tuesdays 5:00pm – 8:00pm
Location: Janice Levin Building 003, Livingston Campus

Instructor: Nayana Vaidya

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848-445-4645

TA: Ben Ozdemir bo148@scarletmail.rutgers.edu

Required Readings:

Class Material will be posted on Canvas

Office Hours:

Email Ben to schedule office hours

Course Objectives:

This course will provide undergraduate level students an overview of career management topics including the changing employment reality, career stages, and career 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, 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.

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.

- Demonstrate an understanding of the practical perspectives, theories and concepts in their field of study
- Evaluate and apply theories from social science disciplines to workplace issues

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:

Seven assignments are to be submitted on Canvas on the date indicated on the syllabus, unless stated otherwise. Ensure you answer all parts of the assignment. Each assignment must be typed and well written.

Late assignments will be automatically penalized if arrangements are not made in advance for late turn-in or without a valid excused absence. **Assignments handed in late without a valid excuse will be deducted 20% within 1 week late and then a “0” will be recorded. Questions concerning 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.

In-Class Participation:

This is an interactive class and participation 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. For these reasons, active participation is an important class component.

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.

Grading:

Assignments:	45%	(45 points)
Midterm Exam:	25%	(25 points)
Final Exam:	25%	(25 points)
Participation/Attendance:	5%	(5points)
Total:	100%	(100 points)

Course Grading:

**A: 90 – 100 B+: 85 – 89.9 B: 80 – 84.9 C+: 75 – 79.9 C: 70 – 74.9 D:
60 – 69.9 F: 59.9 and below**

Academic Integrity: *“Integrity is doing the right thing even when no one is watching” C.S. Lewis*
Principles of academic integrity require that every Rutgers University student:

- properly acknowledge and cite all use of the ideas, results, or words of others
- properly acknowledge all contributors to a given piece of work
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary to ensure that:

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated, and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

Schedule and Topics

Dates	Topics	Reading	Assignments DUE
Jan 21	Introduction and overview of the course Icebreaker Resumes/Cover letters		None
Jan 28	Cont. Resumes Resumes/Cover letters Handshake Demo Career Fair Prep Elevator Pitch (In class)	College student resume – the balance careers What Employers seek on a Resume Cover Letter Tip Sheet	None
Feb 4	Job Interviews Types of Interviews and interviewing techniques Elevator Pitch & Speed Networking Activity Interview Stream Demo		#1 Resume Assignment Due Submit in Canvas Activate Handshake
Feb 11	In class Activity – Job Description Job Interview/References HireVue & Pymetrics/AI Recruiting	AI is changing recruiting Unilever uses AI	None
Feb 18	Job Search Strategies Resumes Activity Demo Interview Stream		#2 Cover letter Submit in Canvas
Feb 25	Recruiting Firms Guest Speaker – TBD		None
Mar 3	Mock Interviews		None
Mar 10	Midterm Exam		#3 Mock Interview using Interview Stream

Mar 24	Salary Negotiation Networking Branding and Social Media	Personal Branding with Social Media Job Networking Tips	#4 Mini – Bio Submit in Canvas
Mar 31	Introduction to Self-Assessment Theories/Tools (Self-Assessment) Myers Briggs Careers Value Scale; Career Interests Profile (Holland); Personality Index Sokanu	http://similarminds.com/jung.html http://quintcareers.testingroom.com/ https://www.sokanu.com/edu/rutgers/	None Apr 7 th - Class Cancelled
Apr 14	Self-Assessment Interpretations (Self-Assessment) Career Exploration/ Career Ladders (Career Exploration) Guest Speaker - TBD		#5 Personality Test Submit in Canvas
Apr 21	Market Research (Market Research) Person-Organization Fit and Org Culture Geography, Relocation, Global Mobility (Organizational Culture) (Developing Skills and Abilities)	http://www.bls.gov/oco/ NACE Career Readiness	#6 O*Net Submit in Canvas
Apr 28	TBD		#7 Reflection Submit in Canvas
	FINAL EXAM WEEK		

