



## Senior Seminar: Self and Work in the 21st Century

Wednesday, 6:40pm - 9:30pm, Lucy Stone Hall, Room B105

### **Instructor**

Dr. Tracy F. H. Chang, M.B.A., Ph.D.

Email: [tracyc@work.rutgers.edu](mailto:tracyc@work.rutgers.edu)

Office: Room 146, Labor Education Center, Office Hours: by appointment.

### **Course Description**

Surveys of employers and recruiters find that there is a widening skill gap between what college graduates demonstrate and what the 21st century workplace demands. This course is designed to develop the mindsets, attitudes, skills, and habits needed to thrive at work and in life in the 21st century. The course will be conducted in a workshop style. Students are expected to complete readings and assignments prior to attending classes, engage in team presentations, discussions, and experiential activities, and contribute to the collective learning experience.

## Learning Objectives

Labor Studies and Employment Relations Department:

- *Apply employment relations concepts, and substantive institutional knowledge, to understanding contemporary developments related to work. (Goal 2).*
- *Work productively in teams, in social networks, and on an individual basis (Goal 13).*

School of Management and Labor Relations:

- *Demonstrate an understanding of how to apply knowledge necessary for effective work performance. (Goal VI)*
- *Demonstrate an ability to interact with and influence others in a professional manner, and to effectively present ideas and recommendations (Goal VII).*

Course:

- *Describe the characteristics of work in the 21st century*
- *Demonstrate key competencies, attitudes, and habits for thriving in the 21st century - self-awareness and management, building relationships, critical thinking and creative problem solving, effective communication, teamwork, and adaptability to change.*

## Required Course Materials

- Readings and assignment will be posted on Sakai.

## Course Requirements

Students will be assessed based on the following criteria:

- **Attendance (20%), Attention, Engagement, and Contribution to Learning (20%).** Students will be assessed based on (1) **full** class attendance, (2) **turn-off and stow-away** of electronic devices (otherwise, credits will not be earned and deducted), (3) mindful listening and speaking, (4) engaging in experiential activities, (5) providing constructive feedback, and (6) contributing to the collective learning experience. One absence will be dropped to accommodate all personal reasons, including university-sponsored athletic events, work, illness with or without doctor's note, and religious holidays.
- Collaborative Learning Team (CLT) Project (40%). The CLT is tasked with identifying the problem in a soft skill area and its causes, proposing a training solution, implementing it, assessing its impact and lessons learned, and recommending next steps. The team will also analyze the effectiveness of their team, lessons learned, and areas of development for the team and team members. The project includes the following components:
  1. Research and Proposal of Solution - written and verbal.
  2. Implementation of solution - 60 minutes.
  3. Assessment of impact, lessons learned, and recommendation of next steps - written and verbal.
  4. Team debrief and evaluation - written and verbal.

All written reports must be posted on Sakai Wiki by 5pm on the due day. The deadline is firm, no exceptions. Missing the deadline will result in reduction of points.

- MindLab (20%). MindLab consists of (1) mindfulness practice (10-minute daily, in-class, and review), (2) daily notes (noticing, gratitude, generosity), and (2) a 3-page reflection essay. The daily practice will be recorded via a mobile messaging app. Credits will not be earned without documentation of daily practice. The documentation of daily practice is covered by academic honesty and integrity policy. Students with special needs and circumstance should inform the instructor of their situations and arrange for an alternative requirement.

<b>Course Schedule (Subject to Change)</b>		
<b>Dates</b>	<b>Topics</b>	<b>Readings</b>
<b>Week 1</b> <b>9/7</b>	<ul style="list-style-type: none"> <li>• Introduction to the Course</li> <li>• Formation of Collaborative Learning Teams (CLT)</li> </ul>	
<b>Week 2</b> <b>9/14</b>	<ul style="list-style-type: none"> <li>• Change, Uncertainty, and Complexity of the 21st Century Work</li> <li>• CLT Project</li> </ul>	<ul style="list-style-type: none"> <li>- Pryor &amp; Bright, Preface &amp; Chapters 1-4.</li> <li>- Chaos Theory of Careers Explained - <a href="https://www.youtube.com/watch?v=BL2wTkgBEy">https://www.youtube.com/watch?v=BL2wTkgBEy</a></li> </ul>
<b>Week 3</b> <b>9/21</b>	<ul style="list-style-type: none"> <li>• Why is teamwork important?</li> <li>• What makes a team effective?</li> <li>• CLT Project</li> </ul>	<ul style="list-style-type: none"> <li>- "How to build a perfect team," NYT (2016)</li> <li>- "Understanding Team Effectiveness" <a href="#">Re:Work Blog</a> - review all sections</li> <li>- Followership: the Other Side of Leadership</li> </ul>
<b>Week 4</b> <b>9/28</b>	<ul style="list-style-type: none"> <li>• Self and Work</li> <li>• CLT Project</li> </ul>	<ul style="list-style-type: none"> <li>- Bruce Hood, (2012), <i>The Self-Illusion</i>, Prologue</li> <li>- <a href="#">The Brain's Greatest Con Trick - Bruce Hood</a></li> <li>- Herminia Ibarra (2003), <i>Working Identity</i>, Chapters 1-2</li> </ul>
<b>Week 5</b> <b>10/5</b>	<ul style="list-style-type: none"> <li>• Mindfulness and Work</li> <li>• CLT Project</li> </ul>	<ul style="list-style-type: none"> <li>- Good et al. (2015), "Contemplating Mindfulness at Work: An Integrative Review, <i>Journal of Management</i>.</li> </ul>
<b>Week 6</b> <b>10/12</b>	<ul style="list-style-type: none"> <li>• CLT Written &amp; Verbal Proposals Due</li> <li>• CLT 1 Improv</li> </ul>	
	<b>10/18</b> Extra Credit NYU Speaker Event	5 - 7pm
<b>Week 7</b> <b>10/19</b>	<ul style="list-style-type: none"> <li>• CLT 1 Implementation</li> <li>• CLT 2 Improv</li> </ul>	- Readings and Homework Assignment CLT 1
<b>Week 8</b> <b>10/26</b>	<ul style="list-style-type: none"> <li>• CLT 1 Impact Report &amp; Team Debrief</li> <li>• CLT 2 Implementation</li> <li>• CLT 3 Improv</li> </ul>	- Readings and Homework Assignment CLT 2
<b>Week 9</b> <b>11/2</b>	<ul style="list-style-type: none"> <li>• CLT 2 Impact Report &amp; Team Debrief</li> <li>• CLT 3 Implementation</li> <li>• CLT 4 Improv</li> </ul>	- Readings and Homework Assignment CLT 3

<b>Course Schedule (Subject to Change)</b>		
<b>Dates</b>	<b>Topics</b>	<b>Readings</b>
<b>Week 10</b> <b>11/9</b>	<ul style="list-style-type: none"> <li>• CLT 3 Impact Report &amp; Team Debrief</li> <li>• CLT 4 Implementation</li> <li>• CLT 5 Improv</li> </ul>	- Readings and Homework Assignment CLT 4
<b>Week 11</b> <b>11/16</b>	<ul style="list-style-type: none"> <li>• CLT 4 Impact Report &amp; Team Debrief</li> <li>• CLT 5 Implementation</li> <li>• CLT 6 Improv</li> </ul>	- Readings and Homework Assignment CLT 5
<b>Week 12</b> <b>11/23</b>	<b>Thanksgiving</b>	
<b>Week 13</b> <b>11/30</b>	<ul style="list-style-type: none"> <li>• CLT 5 Impact Report &amp; Team Debrief</li> <li>• CLT 6 Implementation</li> </ul>	- Readings and Homework Assignment CLT 6
<b>Week 14</b> <b>12/7</b>	<ul style="list-style-type: none"> <li>• CLT 6 Impact Report &amp; Team Debrief</li> </ul>	
<b>Week 15</b> <b>12/14</b>	<ul style="list-style-type: none"> <li>• MindLab</li> <li>• CLT Project &amp; Assessment</li> </ul>	
<b>12/21 8-10pm</b>	<b>Final Exam</b>	