Career Planning & Career Management
52:533:360:01
Spring 2016

OFFICE HOURS: By appointment and generally before class.

TEXTS:
- Additional cost: Strong Interest Inventory (directions provided by the Career Center are attached to this syllabus)—$10.00 in cash to be given to professor by January 27 and the inventory should be filled out by February 3 in order to get in-class feedback in a class session to follow.

COURSE DESCRIPTION/OBJECTIVES/GOALS:
This course presents practical strategies that prepare students to confirm an appropriate career, to conduct a job search, and to lay the foundation for successful career management. The course focuses heavily on the career planning aspects of your life. Emphasis is on assignments to assess yourself awareness, skills, and interests; to research prospective employers; to explore aspects of the application process (e.g. resume preparation, cover letters, interview practices); and to better integrate your career aspirations with your life goals. You should leave this semester with an ability to:
- Understand how your past influences have helped shape your self assessment
- Effectively communicate information about yourself to prospective employers
- Develop a plan for going forward in your career and life planning and management
This course relates, in particular, to two of the School of Business Undergraduate Program learning goals; those of 1) teamwork/interpersonal relations in that you will have numerous opportunities to work with and exchange ideas with each other and 2) communications impact/effectiveness in that you will have numerous opportunities to present your thoughts orally as well as in written products.

TEACHING METHODS:
This course involves a mix of lecture and discussion combined with experiential learning. It is expected that assigned material will be read and/or written before coming to class. During the semester, there will also be opportunities to attend sessions conducted by members of the Career Center in order to further enrich your experiences. You will need to prepare material from the texts, so bring them to class.

CLASS ATTENDANCE AND THE ROLE OF THE STUDENTS:
A class of this nature requires consistent attendance if an effective learning experience is to be gained by you and your peers. Since you are an integral part of the group experience, you will be hurting yourself and disrespecting others if you do not attend and actively participate. In short, come to class. The life experiences you have to offer help to reinforce the class discussions. I will try to get to know all of you
fairly well. Those who attend are helping themselves in the category called “fudge factors.” More than 4 absences in the semester may result in a 1 grade reduction; more than 6 absences may result in a 2 grade reduction. I do pass around an attendance sheet. If you are signed in without being present, both you and the person who signed you in will earn a 2 grade reduction for the semester.

**CRITERIA FOR EVALUATION:**

**Exams (30%)**

Two exams will be given based primarily on text material and assigned readings. The format of the exams (mostly multiple choice and true/false) will be discussed with you approximately one week prior to its date. Exams are of equal weight and are not cumulative. Grading curves are calculated on the basis of the performance of your class only as a whole—not an a priori basis. The curve can change from exam to exam. I encourage you to keep an individual set of text-related notes as you are permitted to use them during each exam. Photocopied material may not be used while taking the exams. The first exam will occur around the 9th week of classes (date to be determined); the second exam will be during finals week (Monday, May 19 from 1:30-3:00).

**Career Management Files Tracker (15%)---start as early as possible!!!!!**

You are expected to create (starting in week 1) and maintain (throughout the semester) a Career Management Files binder per instructions in Career Action 1-2 (p.17- Harwood). This will consist of information you record while responding to 1) all Career Action tasks (some are repetitious and you can check with me before responding—I want to see that you read what was asked), 2) Critical Thinking questions at the end of each chapter, 3) Trial Runs in each chapter, 4) Social Networking handout/fill-in pages, 5) Course assignments (Self-assessment surveys, course papers, as well as various documents created in assignments such as resume, cover letter, reference and networking lists, etc). 6) Additionally, material such as handouts, articles from media and internet sources should be included. 7) Lastly, you should ask anyone you encounter in the course of the semester about the best and worst career advice they have received and include a summary in the binder. The end result should be an organized binder with information that will help you throughout your career (i.e., this is not being done only as a class requirement). Don’t wait until the last week to put this material together. Pace yourself---this is a predominantly self-directed! **DO NOT WAIT UNTIL THE LAST WEEKEND OF THE SEMESTER** or you will feel overwhelmed!!!!! I will collect them during the last week of the semester for final review, but would be happy to give you feedback before then if you personally want to discuss it. They will be returned to you at the time of the last exam. Due date: **May 2 (the last class day)**.

**Career Autobiography (15%)**

This assignment does not draw from theories learned in this course or any other. You are simply expected to construct the story of your life in chronological order—a small task (yea, right…..you don’t know what I’ve been through!) The purpose of this assignment is to do a very thorough job of recounting and reflecting on the major experiences and people that have influenced your thinking, your work, and your life. Simply put, if you do not know where you have been or where you currently are, it's tough to know where you are going in the future. While I cannot attach a grade to your life, I can grade the quality and rigor of your effort to describe it. Like other papers in the course, the key will be to explore ideas and experiences with a high degree of depth. Don’t just say, for example, “My father was a stay-at-home dad, which was interesting.” Describe what it was like, how your father was in this role, how that influenced your concept of parenting or careers, how that challenged stereotypes, etc.
YOU are a work-in-progress, as is this assignment. It is essential to take a long, hard, honest look at your experiences to date. Expect many comments and questions from me as feedback on this paper. It takes me around 4 weeks to read through these papers given their significant importance in giving me vital information about you. This paper is the cornerstone of your self-assessment process and has a direct impact on later course assignments, so do not do a “once over lightly.” Questions will be provided to give you a focus. Due date is the 4th class week (February 10). Any paper received after February 17 will have a reduction of 1 grade applied to it.

Self Assessment Paper (20%)

This paper will be framed around a set of “life themes” that you will develop. You will be expected to develop a minimum of 10 themes that are clearly derived from an objective review of all available data/self assessment sources. Each page will have a theme label at the top of the page. Below that you will list all supporting data and data sources as well as any contradictory data that you have identified (It is essential that you look at the example presented in Harrington & Hall chapter 3). You will then accompany your 10 pages of themes with a written paper, 3-5 pages in length that introduces your themes and discusses the ways in which your themes influence and guide your career thinking. More details will follow in a handout, but please recognize that a well-developed, well supported self assessment requires full honesty with yourself! Due date: 4th week in March (March 23). Any paper turned in after March 30 will have a 1 grade reduction applied to it.

Career Plan (15%)

This paper applies your self assessment material, readings, personal reflections, and research in order to create an action plan for your career of the future. It is intended to be a description/plan of what steps you will be taking over the short and long term to achieve your goal of a meaningful work life. A more detailed description will be given to you later in the semester. Due date: May 2 (the last class day).

Class Participation - Fudge Factors (5%)

This portion of your grade will be based on the instructor’s evaluation of your classroom participation and leadership, attendance, and classroom behavior.

During class sessions, you will be expected to do 3 presentations. The first is based on an autobiographical exercise, the second will be a description of lifestyle, and the last will be a 60 second commercial (elevator pitch).

Your grade here could be:

A=well above average compared to classmates
B=average in comparison to classmates
C=below average in comparison to classmates
F=if I rarely see you, nor hear from you, and your written work is severely lacking in demonstrating understanding of course requirements.

As noted earlier, excessive absences can result in a higher negative grade assessment for the course above and beyond the 5% value attached to this component.
Summary of Grading Components:

Exams 30%
Career Management Files 15%
Career Autobiography 15%
Self Assessment Paper 20%
Career Plan 15%
Class Participation/Fudge Factors 5%

CLASS MANAGEMENT CONCERNS:

Academic Integrity
Most of the time, I strongly encourage you to work with each other in order to enhance the learning experience. However, it is vitally important for you to do your own work relative to individual assignments and exams. Plagiarism and cheating are unacceptable and carry potentially strong disciplinary penalties. The Rutgers University website and school catalogs discuss this in more detail.

Weather Alerts
If the campus is closed due to weather conditions, it will be noted on both the School of Business (http://camden.sbc.rutgers.edu), and Camden campus (http://www.camden.rutgers.edu) websites. KYW 1060 am also carries such announcements (codes: 605-day classes, 2605-evening classes).

Scheduling Adjustments/Notes

NO CLASS—2/3. 3.14, 3/16, 4/6

Last class date prior to finals is Monday, May 2
Second exam will be during the finals week schedule: May 9

Disability Issues
Note: Students with disabilities should contact Tim Pure (tpure@camden.rutgers.edu) in the Office of Disabilities Services (856-225-6442) to arrange for classroom accommodations. Please inform me as well.

Tentative Course Session Outline

Below is an identification of the flow of the class sessions. I’ve listed chapters from Harwood book. You are expected to do the Career Actions, Critical Thinking questions, and Trial Runs from each chapter. Additionally, I will identify exercises from the Harrington and Hall book (which we will use as a supplemental source of surveys and related activities) as part of in- class sessions and external assignments.

Weeks 1-3  Overview of Course/ Biographic Exercise/Career Center Orientation
Please make sure to take the Strong Interest Inventory at the Career Center or online NO LATER than the end of the 2nd class week. This costs $10.00 which should be given directly to me by the end of the second week of classes. During the first part of the semester, you should also submit a resume draft to the Career Center for feedback.
In class, there will be an interactive exercise and presentation done during this time period by all students. A class session from Career Center representatives will include feedback on the Strong Interest Inventory and an overview of the center’s website and services.

**Weeks 4-6: Self-Assessment**
CHAPTER 1 The Job Search Process
CHAPTER 2 Know What Employers Expect
CHAPTER 3 Know Yourself to Market Yourself

**Weeks 7-8: Sources of Job Information**
CHAPTER 4 Your Winning Network
CHAPTER 5 Researching Careers and Finding Job Leads

**Weeks 9-10: The Resume, Cover Letter and Application**
CHAPTER 6 Resumes
CHAPTER 7 Job Applications and Cover Letters

**First Exam: Exam** covers the First 7 Chapters & handout material.

**Weeks 11-13: The Job Interview and its Implications and Applications**
CHAPTER 8 Interview Essentials
CHAPTER 9 Ask For—and Get—the Interview
CHAPTER 10 Interview Styles and Questions
CHAPTER 11 Interview Like a Pro

**Week 14-15: Next Steps**
CHAPTER 12 Following Up and Negotiating Offers
CHAPTER 13 Dealing with Disappointment
CHAPTER 14 Taking Charge of Your Career

**Week 16**
**Second Exam: May 9**
Exam covers Chapters 8 to 14 & handout materials