

RUTGERS UNIVERSITY
School of Business - Camden

Career Planning and Career Management

52:533:360 Spring 2018
Rutgers at Mercer

Professor: Dr. Kathleen M. Immordino
Office Hours: By appointment
E-mail: kate.immordino@rutgers.edu
Course Sakai site:

Course Description

This course presents practical strategies that prepare students to identify an appropriate career, to conduct a job search, and to set the foundation for successful career management. The course focuses heavily on career planning, and there will be an emphasis on assignments to assess your self-awareness, skills, and interests; to research prospective employers; to explore the application process; and to better integrate your career goals with your life goals.

Course Objectives and Expectations

This course relates specifically to two of the School of Business undergraduate learning goals:

- (1) Teamwork and interpersonal relations, since you will have the opportunity to interact with others and exchange ideas
- (2) Communications impact/effectiveness since you will have many opportunities to present information especially in writing

At the end of this semester, you should:

- Understand how your past influences have helped shape your self-assessment
- Effectively communicate information about yourself to prospective employers
- Develop a plan for moving forward with and managing your career

Course Materials

- Texts:
 - Harwood, L. (2015). *Your Career: How to Make it Happen* (9th edition). South Western Cengage Learning
 - Harrington, Brad and Hall, Douglas (2017). *Career Management and Work-Life Integration: Using Self-Assessment to Navigate Contemporary Careers*. Sage
- The Strong Interest Inventory is to be completed by the end of the second week of class so it will be available for use in the following class. There will be a payment of \$10 due to the Career Center. Directions will be provided on our course site.
- Readings, video presentations, PowerPoints and exercises are listed on the Sakai site each week. Materials for a particular week will be posted on the Friday prior to the week in which we will be using them.

How to succeed in this course/Course expectations

- Participation is a critical element of this course. You must attend class every week, participate actively every week, complete assignments on time and engage in class activities. Unless otherwise stated, all assignments are due by midnight Monday. Readings are to be completed prior to the beginning of the class week.
- You are expected to:
 - Read all assigned material, discussion articles, and cases and view videos assigned for each week.

- Follow instructions in all assignments
- Start assignments early and get feedback from the instructor
- Consult/meet with the professor immediately when you need help
- Assignments should be submitted as listed on the schedule. If there is a problem with a particular assignment, please discuss it with me *before* the scheduled due date. Unexcused late assignments receive a grade level deduction.
- Assignments will be graded on content and on presentation (grammar, spelling, and formatting). Communication is a critical skill, so you will be graded on both what you communicate and how you communicate it.
- Our classroom is a safe space for open and honest participation and discussion. You are entitled to your own opinions, and it is fine to disagree with the opinions expressed by others, as long as you are courteous and respectful.

Class Communication:

You are expected to check your Rutgers e-mail and the course Sakai site at least (equally spaced) two or three times every week. Please forward your Rutgers email to your personal email if necessary. **Not checking your Rutgers email is not an excuse for missing any communications.**

Professor Communication:

During the week, from Monday through Friday, I will try reply to all e-mails within 24 hours. Although I check my e-mails a few times daily, I may not be able to completely answer all e-mails immediately upon receiving them. If you do not hear from me within 48 hours, please re-send your email as I may have overlooked or accidentally deleted your e-mail. Note that I may also be travelling out of town on many weekends and may not be able respond to weekend e-mails until Monday.

Problems

If you find that you are having trouble completing course work or need further explanation of class topics, please schedule an appointment with me immediately. If you need this class for graduation, you should be sure that your performance is up to standard throughout the course. It is too late to wait until the last week of classes to ask for help. I'm available to meet throughout the entire semester if you need help. "Incompletes" will only be given through prior consultation, under extreme circumstances. Incomplete grades must be made up prior to the start of the next semester.

Exam Make-up Policy

If, for a university approved reason, you cannot take an exam at the scheduled time you must give the professor written notice at least one week in advance so that other arrangements can be made. If the situation does not allow for advance notification (for example, emergency hospitalization), contact the professor as soon as possible after a missed exam. Make-up exams for non-university approved reasons are not guaranteed. The professor reserves the right to request written documentation to support your absence (such as a doctor's note, an obituary, or military orders).

Academic Integrity

The University Policy on Academic Integrity can be found at <http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers>.

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Academic Integrity means that you must:

- 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 your own in a course activity is your own and not from someone else
- Obtain all data or results by ethical means and report them accurately
- Treat all other students fairly with no encouragement of academic dishonesty

Adherence to these principles is necessary in order 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 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. Violations are taken seriously and will be handled according to University policy.

If there are questions on how to comply, please contact Mary Flaherty in the Rutgers-Camden Dean of Students office: marykreb@camden.rutgers.edu or contact the appropriate Associate Dean or Area Head at the School of Business.

Student Code of Conduct <http://studentconduct.rutgers.edu/university-code-of-student-conduct>

Violations of the Student Code of Conduct are considered serious infractions of student behavior and subject to penalties relative to the level of the matter. Students may not disturb normal classroom procedures by distracting or disruptive behavior.

Disability Services

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation:

<https://ods.rutgers.edu/students/documentation-guidelines>.

If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the Office of Disability Services web site at:

<https://ods.rutgers.edu/students/registration-form>.

Ajeenah Nuriddin-Little

(856) 225-2722

Rutgers-Camden Disability Services:

Rutgers-Camden Learning Center

Armitage Hall, Room 240

311 North Fifth Street, Camden, NJ 08102-1405

Web page: <https://learn.camden.rutgers.edu/disability-services>

E-mail: Ajeenah.nuriddin-little@camden.rutgers.edu

Assignment Guidelines

Please pay careful attention to submission instructions in the syllabus and any additional instructions

posted on the Sakai class site.

1. Class Participation

You must attend and participate in class every week. Your participation will not only improve your learning experience, but will contribute to the learning of others. Follow the course schedule to be prepared to discuss topics, ask questions, share with classmates, and submit required assignments. In-class discussions are your way of showing me that you have read and comprehend the assigned readings and activities.

2. Exams

There will be two exams: one approximately halfway through the course and one at the end of the course. The format of the exams will be discussed with you a week before the exam. Both exams count for the same percent of your course grade, and they will each cover half of the course material (the exams are not cumulative).

3. Career Management Files Tracker

You must create (in Week 1) and maintain (throughout the semester) a Career Management Files Tracker per instructions in Career Action 1-2 (Harwood, p. 17). This will be an actual binder, which I will review toward the end of the semester. It will consist of information you record while responding to (1) Career Action tasks (2) Critical Thinking questions at the end of each chapter (3) Trial Runs in each chapter (4) Social Networking handout with responses (5) Course Assignments, including self-assessments surveys, course papers, and documents created in assignments such as resumes, cover letters, networking lists (6) Any handouts or other material (7) During the semester, ask people you meet for their best and worst career advice and keep a summary in your binder. This binder is not just for class, but for your ongoing career activities. DO NOT wait until the end of the semester to put this together!

4. Career Autobiography

This assignment requires you to construct a biography – the story of your life! Your goal is to reflect on the major experiences and people who have influenced your thinking, your work, and your life. You will be examining where you’ve been and where you are, so that you can plan where you are going. You will be graded based on the effort and detail you put into this assignment. For example, instead of just saying “my dad was a nurse” or “my mom was an engineer” describe how you felt about their work, how it impacted your ideas of careers and how it may have challenged stereotypes. You will be given a set of questions to help guide your preparation of this paper. This is not a one-shot assignment. I will return it to you with additional questions or comments to be addressed. This paper is the cornerstone of your self-assessment so please “dig deep” when preparing it.

5. Self-assessment Paper (Paper 2)

This paper will reflect a set of “life themes” that you will develop. You will be expected to develop at least 10 themes based on the self-assessments and other available data and information and to support your choices by including data that supports them as well as data that may not support them. (See the example in Harrington and Hall chapter 3). This will be accompanied by a 3-4 additional pages that discusses the way your themes influence and guide your career thinking. Be honest with yourself in preparing this to get the biggest benefit from the self-assessment process.

6. Career Plan (Paper 3)

This paper will apply all the information (self-assessment, exercises, etc.) gained in the class to create an action plan for your career. It should contain a description of the short-term and long-term steps you will take to achieve your career goals.

GRADING

The assignment of final grades will be weighted approximately as follows:

Class participation.....	20%
First Exam	
Final Exam	10%

Career Management Files Tracker
Career Autobiography
Self-Assessment Paper
Career Plan

Grade Ranges

Letter Grade Description

A Highest grade (89.5% and above)
B+ Work of distinction (84.5% to 89.4%)
B Work of distinction (79.5% to 84.4%)
C+ Average work (74.5% to 79.4%)
C Average work (69.5% to 74.4%)
D Below average work (59.5 to 69.4)
F Failure without credit (Below 59.5%)

Week	Topic	Assignments
1 – 1/16	Introduction and Course Overview	
2 – 1/22	Biographic information	Strong Interest Inventory (by end of week)
3 – 1/29	Career Center Orientation	
4 – 2/5	Self-Assessment	Harwood, Chapter 1
5 – 2/12	Self-Assessment	Harwood, Chapter 2
6 – 2/19	Self-Assessment	Harwood, Chapter 3
7 – 2/26	Job Information	Harwood, Chapter 4
8 – 3/5	Job Information	Harwood, Chapter 5
9 – 3/19	Resumes	Harwood, Chapter 6
10 – 3/26	Job Applications and Cover Letters	Harwood, Chapter 7
11 – 4/2	Job Interviews	Harwood, Chapter 8
12 – 4/9	Job Interviews	Harwood, Chapter 9
13 – 4/16	Job Interviews	Harwood, Chapter 10 & 11
14 – 4/23	Course Summary and Next Steps	Harwood, Chapter 12, 13 & 14
Exam Week	Final Exam	

Additional readings will be posted on the Sakai site each week