EARN: Digital Career Badge

(Students can earn up to 4 Rutgers digital Career badge upon completion of all required coursework at no additional cost)

Instructor Information

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

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 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.

Class Meets

- Starting Jan 21, class meets on **Wednesdays, from 3:50 PM to 6:30 PM** (Eastern Standard Time).
- in the **Til 246, Livingston Campus**

Virtual Office Hour

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

Course Description

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.

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/

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

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](#)

Absences

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

Course Schedules & Structure

Important Dates 1/20 Start of the Semester 2/2 Drop/Add Deadline 3/30 Last day to drop with a "W" 3/14-3/22 Spring Break 5/4 Last Day of Classes 5/5-5/6 Reading Days 5/7-5/13 Final Exam Period Link to the Rutgers Religious Holidays and Observances listed for the semester: https://diversity.rutgers.edu/RespectFaithPractices

Course Grading:

A: 90 – 100	B+: 87 – 89	B: 80 – 86	C+: 77 – 79	C: 70 – 76	D: 65 – 69	F: < 65

	Grading
Participation	10%
Professionalism	10%
Attendance	5%
Assignments : Career Practice (Resume, LinkedIn, Storytelling, Skills Certificate, Assessment)	30%
Experiential Learning: Informational Interview Assignment/Adviser	10%
Career Fair	10%
Midterm/ Virtual Interview Assessment	15%
Final – Career Management Action Plan	10%

Schedule and Topics

Note: Schedule subject to slight adjustments to meet class needs.

Date	Week	Topics	Activities/Resources	Assignments Due
Jan 21	Week 1	Introduction to Career Management: • Course overview • Career Lab: Resume	-Activate Technology Platforms: *Handshake, Big Interview & Canvas*	
Jan 28	Week 2	Experiential Learning Defined • Ice Breaker • Career fair preparation (before, during and after)	-Review Resume -Technology: *CareerReadinessNavigator*	Resume Due by 12 Midnight
Feb 4	Week 3	Personal Development: Skills & Strengths • Skills inventory •Career Lab: Elevator Pitch	-Skills inventory tool -Article Review	-Skills Profile in class
Feb 11	Week 4	Personal Development: Interests & Personality • Career assessment theories (Traitify, Holland Codes, MBTI)	-Traitify AI tool -Career assessments Tools	-Submit Career Assessment results in class
Feb 18	Week 5	Understanding Your Industry & Labor Market Trends: • Career research using O*NET and BLS • What can I do with this major? Discussion	-O*NET, BLS -Career articles - Link to • What can I do with this major.	-Group/ Market Research
Feb 25	Week 6	Job Search-Find the perfect role Networking & Informational • How to reach out to professionals	Networking guide	Draft outreach emails in class

		• Career Lab : Job Search		
Mar 4	Week 7	Position self to win Interview Prep Part 1: • Mastering storytelling • Mock interviews in pairs	Interview question bank	Storytelling Toolkit Sheet due by midnight
Mar 11	Week 8	Interview Prep Part 2: • Virtual interviews • Big Interview platform • Career Lab: Mock Interview	Big Interview platform **Midterm and reading Assigned**	
		SPRING BREAK		
Mar 25	Week 9	Building Your Online Presence : • LinkedIn optimization • Branding Statements	-LinkedIn learning Video - LinkedIn profiles review	-Updated LinkedIn Profile in class -Midterm Due **Badge Graded**
Apr 1	Week 10	Training & Upskilling : • LinkedIn Learning • Simulation Projects	Padlet collaboration Article Review	Skills Certificate Due by midnight **Badge Graded**
Apr 8	Week 11	Career Readiness Competencies: • NACE career readiness reviewed • Career Lab	NACE Competency Checklist Article Review	Group Discussion
Apr 15	Week 12	Career Readiness Competencies • Career Lab : Career Bot		Group Presentation
Apr 22	Week 13	Guest Speakers •Career Lab		

Apr 29	Week 14	In Class Career Management Action Plan - Project	**Final Project**	Final Exam **Badge Graded**
May 5	Week 15	TBA – Reflections Due		**Badge Awarded**