



**RUTGERS**

School of Management  
and Labor Relations

**Career Management: [37:533:317:03](#)**

**Fall 2023**

**Wednesday, 10:20 AM-1:20 PM**

**Location: Tillett Hall, Room 253**

**(The class will be conducted face to face.)**

**Instructor:** Mayelin Torres- [mtorres01@smlr.rutgers.edu](mailto:mtorres01@smlr.rutgers.edu)

**Required Readings:** No Text Book for this Class.

Class material will be posted on Canvas at: <https://canvas.rutgers.edu>

**Office Hours:**

Mayelin Torres: Labor Education Center, Room 111 or Virtual- By appointment

**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:

***Three Core Areas for Success in SMLR***

The curriculum in the programs within SMLR focus on different areas (ie. HRM, LSER) and levels of study (ie. UG, Masters', PhD). Across these programs, we strive to advance students cognitive skills and processes, their Knowledge of Theory and Application, and develop their professional skills.

1. Cognitive Skills and Processes
2. Knowledge of Theory, Practice, and Application
3. Professional Development

Cognitive Skills and Processes

The cognitive skills and process area reflects the goal for SMLR programs to help students develop skills central to lifelong learning and participation in society and the workplace.

- I) Written & Oral Communication – Communicate effectively at a level and in modes appropriate to an entry level professional.
  - o Communicate complex ideas effectively, in standard written English
  - o Analyze and synthesize information and ideas from multiple sources to generate new insights

- o Produce quality research papers with proper convention of attribution/citation
- o Produce high quality executive summaries
- o Make an argument using contemporary and/or historical evidence
- o Present ideas and arguments in a logical and effective way

II) Quantitative Skills – Apply appropriate quantitative and qualitative methods for research workplace issues.

- o Formulate, evaluate, and communicate conclusions and inferences from quantitative information
- o Apply quantitative methods to analyze data for HR decision making including cost-benefit analyses, ROI, etc. (HRM)
- o Apply qualitative methods appropriately, alone and in combination with quantitative methods

III) Research Skills – Demonstrate an ability to collect, analyze and synthesize information to make logical and informed decisions impacting the workplace. Use evidence to evaluate hypotheses, theories and approaches to workplace issues.

- o Employ current technologies to access information, to conduct research, and to communicate findings
- o Analyze and synthesize information and ideas from multiple sources to generate new insights
- o Assess and critique relevant evidence and research findings
- o Access high-quality historical, qualitative, and quantitative evidence or research
- o Use evidence-based analysis to appraise the validity of various hypotheses, theories, and approaches to workplace issues

#### Knowledge of Theory, Practice and Application

The knowledge of theory and application area reflects the goal for SMLR programs to ensure that students learn the key theoretical and foundation areas of study in their domains and realize opportunities to apply that knowledge to practice situations.

IV) Theoretical Perspectives - Demonstrate an understanding of relevant theories and apply them given the background context of a particular work situation.

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

V) Understanding Context - Evaluate the context of workplace issues, public policies, and management decisions

- o Analyze the degree to which forms of human difference shape a person's experience of and perspectives on work
- o Analyze a contemporary global issue in their field from a multi-disciplinary and intersectional perspective
- o Analyze issues related to business strategies, organizational structures, and work systems
- o Analyze issues of social justice related to work across local and global contexts (LSER)
- o Analyze issues related to the selection, motivation, and development of talent in a local and global context (HRM)

VI) Application – Demonstrate an understanding of how to apply knowledge necessary for effective work performance

- o Apply concepts and substantive institutional knowledge, to understanding contemporary developments related to work
- o Understand the legal, regulatory and ethical issues related to their field
- o Develop human resource management functional capabilities used to select, motivate, and develop workers (HRM)
- o Understand the internal and external alignment and measurement of human resource practices (HRM)

### Professional Development

VII) Professional Development – Demonstrate an ability to interact with and influence others in a professional manner, and to effectively present ideas and recommendations

- o Develop effective presentation skills appropriate for different settings and audiences
- o Develop career management skills to navigate one’s career
- o Develop capabilities to work and lead in a multicultural and diverse environment
- o Work productively in teams, in social networks, and on an individual basis
- o Develop cultural agility competencies
- o Demonstrate lifelong personal and 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 the date indicated on the syllabus, unless stated otherwise. All assignments are worth 20 points. Ensure you answer all parts of the assignment. Each assignment must be typed and well written and will be graded on a scale from 0 to 20.

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 24 hours late without a valid excuse will be deducted 30% 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.

**Attendance / 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. Attendance and active participation are important class components and worth 10% of the grade.

**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: 50%****Midterm Exam: 20%****Final Exam: 20%****Attendance/Participation: 10%****Total: 100% Course Grading:****A: 90 – 100 B+: 87 – 89 B: 80 – 86 C+: 77 – 79 C: 70 – 76 D: 65 – 69 F: < 65****THERE WILL BE NO EXTRA CREDIT IN THIS COURSE!**

<b>Date</b>	<b>Topic</b>	<b>In Class</b>	<b>Assignment DUE</b>
Sept. 6 <sup>th</sup>	Introduction and overview of course Resume	Active Handshake & Big Interview Create a resume	None
Sept. 13 <sup>th</sup>	Cover Letter Career Fair Prep- Elevator Pitch	Discussion Question Review Resume Elevator Pitch- Activity	(#1) Submit Resume - 1 Hard copy in class - Submit in Assignment Tab
Sept. 20 <sup>th</sup>	“Thank you” note Time Management CSE Career Fair	Discussion Question Career Fair Visit	(#2) Submit Cover Letter - 1 Hard copy in class - Submit in Assignment Tab
Sept. 27 <sup>th</sup>	Attend SMLR Networking & Recruiting Event	Networking Activity	(#3) Submit a “Thank you” Note - Submit in Assignment Tab
Oct. 4 <sup>th</sup>	Job Interview- Virtual Salary Negotiations	Discussion Question Salary Negotiations Exercise	(#4) Meet with a Career Advisor
Oct. 11 <sup>th</sup>	Job Search Strategies LinkedIn	Discussion Question Job Search Exercise Create and/or update LinkedIn profile	None
Oct. 18 <sup>th</sup>	Effective Communications/ Professionalism Public Speaking	Discussion Question Case Studies Communications Activities	(#5) Create a list of 10 potential jobs or internships for summer - Submit in Assignment Tab
Oct. 25 <sup>th</sup>	Midterm		
Nov. 1 <sup>st</sup>	Introduction to Self-Assessment Theories/Tools MyersBriggs: <a href="http://similar minds.com/jung.html">http://similar minds.com/jung.html</a> Careers Value Scale; Career Interests Profile (Holland);	Discussion Question Personality exercise Traitify	None

	Personality Index; all three at: <a href="http://quintcareers.testingroom.com/">http://quintcareers.testingroom.com/</a> (free) Keirsey Temperament Sorter (KTS-II): <a href="http://www.keirsey.com/sorter/instruments2.aspx?partid=0">http://www.keirsey.com/sorter/instruments2.aspx?partid=0</a> None		
Nov. 8 <sup>th</sup>	The New Employment Reality-Labor Market Trends, Research and Resources: Bureau of Labor Statistics at <a href="http://www.bls.gov/home.htm">http://www.bls.gov/home.htm</a>	Discussion Question Search for market trend in your major and present findings	(#6) Personality Test-Submit in Assignment Tab
Nov. 15 <sup>th</sup>	Organizational Culture- Conflict	Discussion Question Case Studies	(#7) O*Net - Submit in Assignments Tab
Nov. 22 <sup>nd</sup>	No class- Changes in Designation of Class Days (Friday Classes): Academic Calendar	Discussion Question Exercises	None
Nov. 29 <sup>th</sup>	NACE Competencies SMLR HR Panel/Networking Event	Discussion Question Panel Event	None
Dec. 6 <sup>th</sup>	Final Projects	Group Projects	None
Dec. 13 <sup>th</sup>	Final Presentations	Final Presentations	Final

## **Assignment Instructions**

### **Assignment 1 (RESUME)**

#### Objectives

- Write a professional resume following the guidelines reviewed in class, and upload to Big Interview for recommendations.
- Make sure to include contact information, summary, skills, relevant experience and educational background. Double check for any typos or grammatical errors.

Grading 20 pts

### **Assignment 2 (COVER LETTER)**

#### Objectives

- Write a professional cover letter to a targeted company (a real job or internship you would have interest in) following the guidelines reviewed in class.
- Make sure to include contact information (yours and employers), introduction, body, and closing action statement. Can be creative with how you write your cover letter.

Grading 20 pts

### **Assignment 3 (“Thank you” Note)**

#### Objectives

- Write a “thank you” note following the guidelines reviewed in class.
- Be clear and concise.

Grading 20 points

### **Assignment 4 (Career Appointment)**

#### Objectives

- Make an appointment with a career advisor to discuss internships, job opportunities, LinkedIn..etc.

Grading 20 pts

### **Assignment 5 (Recruiting)**

- For your two different career options that you are qualified for (i.e., Entry-level positions, HR reps, HR generalists, recruiter), identify and create a list of 10 jobs or internships opportunities, two targeted job boards, two professional organizations, and two professional journals.
- Weigh the pros and cons by completing 1 worksheet per job/career. After comparison, choose 1 you would like to pursue

Grading 20 points

### **Midterm Objectives**

- Create a Big Interview account and following guidelines reviewed in class, create and submit a virtual interview.

Grading 20 percent of your grade

### **Assignment 6 (PERSONALITY TEST)**

#### Objectives

- Summarize your self-assessment results: Myers Briggs, Career Interests Profile (Holland), Keirsey Temperament (KTS-II), and explain what each of these results mean for identifying your career options. Based on these results, describe the characteristics of your ideal career that you would apply to now (i.e., HR reps/ campus recruiters NOT CEO or HR managers unless you have qualified experiences).

- Refer to the template on Canvas.

Grading 20 pts

### **Assignment 7 (O\*NET/ JOB OUTLOOK)**

#### Objectives

- Visit O\*Net and select My Next Move. Go to “Tell us what you like to do” (Holland) and identify two different career options that you would apply to now (i.e. HR reps/ campus recruiters NOT CEO or HR managers unless you have qualified experiences) based on your results. Next enter your career options in “search careers with key words” and review the position profiles. Next go to O\*Net online (bottom of profile) and review the summary report. Explain in detail how these position profiles match with your self-assessment results.
- Visit the Occupational Outlook Handbook and enter your two career options from assignment 5 and write a summary of the Job Outlook including employment change, job prospects, top industries, and earnings. Also, for each career option identify five targeted firms/organizations.

- Refer to the template on Canvas

Grading 20 pts

### **FINAL PROJECT**

#### Objectives

- Create a 7- 10 minutes presentation with your group highlighting how the NACE competencies relates to your major. Specifically indicate how you plan to develop and improve in those skills.
- Be creative with your presentation.

Grading 20 percent of your grade

**The syllabus is subject to change**