IN PERSON Sandbox - Career Management - Jacqueline Maginnis

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School of Management & Labor Relations

IN PERSON

Career Management, 37:533:317:03

Spring 2024

▸ tructor Contact Information

Instructor: Jacqueline Maginnis
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Virtual Office Hours: available by appointment; also Mondays & Fridays 9:00am-9:30am -please email me ahead of time to confirm - via **Zoom (Click for link);** ⤷ **(https://rutgers.zoom.us/j/95989005681?pwd=YVc4TIp2NGRndWhmMUdmZHpXTTFqUT09)** Meeting ID: 959 8900 5681; Password: 972290 or Join By Phone: +1 646 931 3860 US

Professional Communication

All e-mail and Canvas message correspondences should be handled professionally. Since this course focuses on career management, it is expected you apply the ideas from class, thus strengthening your communication skills. I encourage you to reach out to me with any questions and expect you to adhere to the following basic email format, which includes:

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- A descriptive subject line (if sending an email)
- A proper greeting (i.e. Dear, Hi, Hello) and my name (i.e. Hello Professor Maginnis,)
- The material or information you want to convey in a succinct manner
- A closing (i.e. Sincerely, Thanks, Best)
- Your first and last name AND the career management course you're in

This simple format is not intended to make more work for you, but rather to get you in the habit of communicating in a complete, professional manner. To be considered professional, you should

proofread and use spell-check on all emails and Canvas messages before sending. Grammarly can be installed as part of your browser, making this even easier. Do not use text message abbreviations in formal email messages. **Since these requirements will be expected of you in the professional world, you will benefit from establishing good habits now.**

Course Delivery Format

The course is delivered **in-person, in the classroom - Mondays, 10:20 AM – 1:20 PM, Tillett Hall, Room 253, Livingston Campus.**

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, etc. 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. (https://rutgers.instructure.com/courses/278818/pages/course-tools-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.

Course Description

This course will provide undergraduate students an overview of career management topics such as, but not limited to: resumes, cover letters, interviewing, salary negotiation, and networking. In addition, the topics for this course will cover phases of career management including the changing employment reality, career stages, career paths, understanding self-assessment results, preparing for the job market, understanding the job search process, and maximizing effectiveness in career development. As an elective 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.

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Course Objectives

This course is designed to help students attain the following **SMLR learning objectives**:

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

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

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

- Develop effective presentation skills appropriate for different settings and audiences
- Develop career management skills to navigate one's career
- Develop capabilities to work and lead in a multicultural and diverse environment
- Work productively in teams, in social networks, and on an individual basis
- Develop cultural agility competencies
- Demonstrate lifelong personal and professional development skills

Course Materials

- There is no textbook for this course. All learning materials will be provided in the Modules within Canvas.

Tentative Course Schedule

The content of the course will be covered in the following sequence as noted in Canvas modules. *__Please note that dates are tentative and subject to change (some topics may take more time and others less time). Weekly information will be posted on Canvas. Again, this is tentative and subject to change if needed.__ You __will be notified if anything is changed via the Class Announcements in Canvas. Make sure to have Course Notifications for this course turned on within Canvas.__*

*If a class is moved virtually, you will be given advanced notice.

It is the responsibility of the students to be checking class-related resources regularly in order to be aware of all deadlines.

This table includes the week, dates, and topics.

Week	Dates	Topic(s)
1	January 22	Course Introductions, Handshake, Career Events Preparation; Resume Writing
2	January 29	Resume Writing Continued/Cover Letter Writing
3	February 5	Networking & Informational Interviewing
4	February 12	Personal Branding & Social Media
5	February 19	Job Searching
6	February 26	Interviewing
7	March 4	Interviewing (practice)
8	*Week Off – March 11*	*Week Off – March 9 – 17 – Spring Break*
9	March 18	Offer Negotiations/Salary & Benefits; Budgeting
10	March 25	Self-Assessment & Goal Setting
11	April 1	Career Exploration & Labor Markets
12	April 8	Organizational Culture & Mentorship
13	April 15	Effective Oral Communications/Public Speaking/Presentations/Developing Colleague Relationships/Professionalism; NACE Competencies
14	April 22	Effective Written Communications/Email Etiquette/Professionalism; NACE Competencies
15	April 29	Final Presentations in class

Grading Structure

Grading Structure

Grading Components	% of Final Course Grade
5 Assignments (Resume, Cover Letter, LinkedIn, Interviewing, Goals)	50%
Project (Informational Interview, Reflection)	15%
Final Presentation	15%
Knowledge Checks	10%
Oral, Active Participation in class	10%

discussion/Attendance	
Total	**100%**

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Grading Scale

Points Range	Grade
90 - 100	A
86 - 89	B+
80 - 85	B
76 - 79	C+
70 - 75	C
60 - 69	D
59 and below	F

Assignments (50%)

Throughout the semester, you will be asked to complete assignments related to the topics covered in course materials. All assignments are posted in Canvas Modules and need to be submitted in Canvas:

- #1: Resume
- #2: Cover Letter
- #3: LinkedIn Profile
- #4: Practice Video Interview (Big Interview recording tool)
- #5: Goals & Next Steps

Informational Interview Project (15%)

You will identify a professional in a industry and/or job function that you are interested in for your career. **You are not permitted to interview an immediate family member (no parents, no guardians, no siblings).** You are able to interview someone who is a friend/colleague of an immediate or extended family member of yours. Once you have conducted an interview with an individual, you will write a summary of what you learned and how it relates to your current career goals and interests. Specific instructions will be in Canvas. This project provides an opportunity for you to build your professional network. You are encouraged to reach out to Rutgers Alumni via LinkedIn as a starting point to find someone to interview.

Final Presentation (15%)

You will have the opportunity to demonstrate your ability to effectively communicate your thoughts, exercise professionalism, and utilize technology while facilitating a final presentation. Since this online course is asynchronous, your presentation will be uploaded as a recording in Canvas.

Knowledge Checks (10%)

Knowledge Checks will be short quizzes that will review covered topics throughout the semester. The links for Knowledge Checks will be posted within Canvas modules for that specific week/topic. The due dates will be clearly marked in the Canvas module.

Oral, Active Participation & Attendance (10%)

This is an interactive class and attendance/active participation is expected. Your grade will be impacted if you are not present and participating in class. You can learn a tremendous amount from other students - you should feel free (and be prepared) to provide your comments, ask thoughtful questions, and share your own experiences with the class.

Excused absences include illness, inclement weather only when the Rutgers Information Service (848-932-INFO) indicates Rutgers is closed, and religious holidays. **If you are sick or will be absent from class for another excused reason, please email jmaginnis@smlr.rutgers.edu (mailto:jmaginnis@smlr.rutgers.edu) prior to class, otherwise you will be marked as an unexcused absence.**

We all experience situations that might be out of our control. For emergency situations, please **contact me directly via email (mailto:jmaginnis@smlr.rtugers.edu)** and I will also direct you to the **Dean of Students** ⤴ **(https://deanofstudents.rutgers.edu/about-us/staff-directory)** as needed.

Submission Timing/Feedback

I will provide feedback/grade your work within 7-14 days (usually sooner). All assignments must be turned in via Canvas prior to the deadline noted. Detailed instructions are written in Canvas on how to complete all assignments, knowledge checks, and discussion forum posts. If you do not understand an assignment, please **email me (mailto:jmaginnis@smlr.rutgers.edu)** to clarify instructions prior to your submission.

Late submissions of work will be penalized if arrangements are not made **in advance** for late turn-in or without a valid excuse discussed prior to missing a due date. Submitting assignments prior to the deadline is a good professional practice, so if you know you will have a personal circumstance preventing you from submitting an assignment on the due date, I encourage you to plan ahead and submit before the deadline.

Assignment Late Submissions: 10% per day will be deducted on each assignment submitted past the deadline. After 3 days, a zero "0" will be recorded after that time if the assignment is not turned in.

Knowledge Checks cannot be made up/submitted late if deadline is missed.

Questions concerning grades must be addressed in writing via email within 1 week of assignment grades returned.

Extra Credit

There may be opportunities for extra credit during the semester, but there is no guarantee. If so, you will be notified of the opportunity. Do not rely on extra credit.

Student Services

Student Mental Health & Wellbeing:

Please know I care about you and your health and wellbeing. If this course is causing you mental, physical, or emotional stress, please reach out to me directly. Getting help is a smart and brave thing to do. Here are a few resources:

- **Rutgers Student Support Services (https://rutgers.instructure.com/courses/278818/pages/rutgers-student-support-services)**
- **Student Health & Wellness Services (https://rutgers.instructure.com/courses/278818/pages/student-health-and-wellness-services)**
- **Registrar's Office (http://nbregistrar.rutgers.edu/)**
- **Rutgers Dean of Students - Student Affairs (http://deanofstudents.rutgers.edu/about-us/)**
- **Information for Current Students (support for mental health, academics, and finances) (https://smlr.rutgers.edu/academic-programs/current-students)**

Dean of Students – Student Support
For additional information about services provided by the Office of the Dean of Students – Student Support, including Absence and Verification Notices and Temporary Conditions, please visit:
https://studentsupport.rutgers.edu (https://studentsupport.rutgers.edu)

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 (https://ods.rutgers.edu/)** , 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 (mailto:dsoffice@rci.rutgers.edu)**
- Phone: (848) 445-6800 • Fax: (732) 445-3388
- **https://ods.rutgers.edu/ (https://ods.rutgers.edu/)**

Academic Integrity

Be sure to review and abide by **Rutgers Academic Integrity (http://studentconduct.rutgers.edu/student-conduct-processes/academic-integrity/)** .

How to Access Zoom

Virtual office hours, and possible class meeting(s) if you are notified of an advanced change of location, are conducted through a 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 ⬒ (https://it.rutgers.edu/zoom/)** . 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 (https://rutgers.instructure.com/courses/278818/pages/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 (https://rutgers.instructure.com/courses/278818/pages/course-tools-tutorials)** or at **Rutgers ZOOM Homepage ⬒ (https://it.rutgers.edu/zoom/)** .

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**.**

- Use the Chat box to ask questions and share your thoughts.

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Canvas Tutorials & Technical Support

If you are new to Canvas or need a refresher tutorial, visit:

- **Getting Started In Canvas for Students** **(https://canvas.rutgers.edu/students/getting-started-in-canvas-students/)**

If you need technical assistance at any time during the course or to report a problem with Canvas:

- Contact **Rutgers IT Help Desk** ⮕ **(https://it.rutgers.edu/help-support/)** . 833-648-4357, **help@oit.rutgers.edu (mailto:help@oit.rutgers.edu)** .
- Refer to the **Canvas Student Tutorial (https://community.canvaslms.com/community/answers/guides/video-guide)**
- View tutorials at **(https://rutgers.instructure.com/courses/129189/pages/course-tools-tutorials)** **(https://rutgers.instructure.com/courses/278818/pages/course-tools-tutorials)** **Course Tools Tutorials (https://rutgers.instructure.com/courses/278818/pages/course-tools-tutorials)** (in the Modules section)

Computer and other Technology Requirements

- Access to the internet
- Reliable computer
- Headphones/Headsets - highly recommended
- Webcam
- Microsoft Word
- **Basic Computer Specifications for Canvas (https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66#:~:text=Computer%20Specifications%20For%20best%20performance,%20you%20should%20access**

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 (https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en)**
- **Canvas Student App for iOS (https://itunes.apple.com/us/app/canvas-student/id480883488)**

Any Broken Links/URLs

At SMLR, we strive to continuously improve our course design. If you come across any broken links/URLs, or pages that don't exist, please email SMLR Instructional Technology Specialist, Marta

Pulley, **marta.pulley@rutgers.edu (mailto:marta.pulley@rutgers.edu)** . Any suggestions you have for improving the course design is greatly appreciated.