

Sandbox - Jacqueline Maginnis Spring 2024 Online Career Mgmt



RUTGERS

UNIVERSITY | NEW BRUNSWICK

School of Management & Labor Relations

Career Management, 37:533:317:92, Spring 2024, Online-Asynchronous

[Welcome to Career Management!](#) ([click for introduction video](#))

<https://rutgers.instructure.com/courses/260321/pages/start-here->

[come-to-career-management-class](#)

Instructor 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=YVc4TlP2NGRndWhmMUdmZHpXTTFqUT09> 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:

- 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 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. There are no prerequisites for this course.

Note: if you are new to Canvas, complete the Canvas tutorials under [Course Tools Tutorials](https://rutgers.instructure.com/courses/260321/pages/course-tools-tutorials) (<https://rutgers.instructure.com/courses/260321/pages/course-tools-tutorials>).

Course Delivery Format

This course runs from Tuesday, January 16, 2024 thru Monday, April 29, 2024. It is delivered **entirely online** through the Learning Management System, Canvas. There will be no Face-to-Face, in-person classroom sessions.

The course is delivered in **asynchronous** mode. This means the learning activities and communication takes place outside of real-time. You do not have to log in at any specific scheduled time; you log in at your convenience. However, there may be times, if you're working in groups on an assignment, you would need to set up a live session via the **Canvas Conferences, WebEx, or ZOOM.**

NOTE: Even though you don't need to log in at any specific time, you are required to adhere to all course work due dates. All due dates are listed in Canvas. Please mark your calendar and plan accordingly. Submitting work on time is an essential career management skill. People in your future (or current) organization count on you and meeting deadlines is an important aspect of that!

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.

Computer and other Technology Requirements

- Access to the internet
- Reliable computer
- Webcam

- Headphones/Headsets - recommended
- Microsoft Word, Microsoft PowerPoint, Microsoft Excel
- [Basic Computer Specifications for Canvas \(https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66#:~:text=Computer%20Specifications%20For%20best%20performance,%20you%20should%20access\)](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 \(https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en\)](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en)
- [Canvas Student App for iOS \(https://itunes.apple.com/us/app/canvas-student/id480883488\)](https://itunes.apple.com/us/app/canvas-student/id480883488)

Course Structure & Schedules

This course is structured in a weekly module format. A Module is a portion of the course content broken out by topic. Each Module equates to a Week. Each week starts on a Monday and ends on a Sunday. Exceptions are the first and last week of the semester. The weekly/module activities are noted in the Modules section under the corresponding week's page. Each week's module includes:

- Topic introduction of the week
- Learning Materials
 - Lecture
 - Readings
 - Multimedia (Audio and/or Videos)
- Learning Activities
 - Discussion Forum
 - Knowledge Checks
- Assessments
 - Assignments
 - Project
 - Final Presentation

Tentative Course Schedule

The content of the course will be covered in the following sequence as noted in Canvas modules. ***This schedule is subject to slightly 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. 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 16 – 21	Course Introductions, Handshake, Career Events Preparation
2	January 22 – 28	Resume Writing
3	January 29 – February 4	Resume Writing Continued/Cover Letter Writing
4	February 5 – 11	Networking & Informational Interviewing
5	February 12 – 18	Personal Branding & Social Media
6	February 19 – 25	Job Searching
7	February 26 – March 3	Interviewing
8	March 4 – 8	Interviewing (practice)
9	<i>Week Off – March 9 – 17</i>	<i>Week Off – March 9 – 17 – Spring Break</i>
10	March 18 – March 24	Offer Negotiations/Salary & Benefits; Budgeting
11	March 25 – March 31	Self-Assessment & Goal Setting
12	April 1– April 7	Career Exploration & Labor Markets
13	April 8 – April 14	Organizational Culture & Mentorship
14	April 15 – 21	Effective Oral & Written Communications/Public Speaking/Presentations/Email Etiquette/Professionalism; NACE Competencies
15	April 22 – 27	Final presentations due by Saturday, April 27 at 11:59pm (midnight)

Grading Scale

This table is an overview of the 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

Grading Structure

This table is an overview of the 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 (Quizzes)	10%
Discussion Forum Participation	10%
Total	100%

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.

Discussion Forum Participation (10%)

[Etiquette Tips for Online Discussion Forums](https://www.youtube.com/watch?v=DwdqQjCfWSc)  (<https://www.youtube.com/watch?v=DwdqQjCfWSc>)

You are a stakeholder in this learning process within this course. Please be mindful of your communication and actions in this learning space. Stay respectful, non-judgmental, and supportive of your fellow learners. By doing so, you are promoting a safe space to learn and thereby reducing barriers to learning for yourself and your fellow classmates. Thank you.

Discussion Forum Expectations: As a class, we have entered into an academic contract, and as such, students are expected to practice professionalism at all times. It is expected that you will be respectful and courteous to your colleagues throughout all of your interactions. Inappropriate behavior, offensive language, harassment, or posting of any media that could be considered offensive is prohibited and will not be tolerated in this course.

A percentage of your grade is based on your posts on the Discussion Forum. If you are required to post on the discussion forum, it will be clearly indicated in that week's module learning activities. You must post at least twice to each discussion forum.

Discussion Forum Guidelines & Schedule

- Discussion forums open on the scheduled Monday (see Canvas Modules for exact dates/topics)
- 1st post - due by Wednesday, 11:59pm EST - your response to the question(s) posed in the discussion forum
- 2nd post - due by Saturday, 11:59pm EST- one response to another student's post

Your grades for the discussion forum posts will be based on your active and thorough participation. However, in order to receive full credit for these posts, you must fulfill some basic requirements:

- Posts should use correct grammar, punctuation and vocabulary appropriate for a university level course. Inappropriate language within the discussion forums will not be tolerated.
- Posts must be respectful and professional in tone.
- Posts should be relevant to the topic being discussed.

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 \(mailto:jmaginnis@smlr.rutgers.edu\)](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.

Rutgers Support Resources for Your Well-Being


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 \(https://rutgers.instructure.com/courses/251947/pages/rutgers-student-support-services\)](https://rutgers.instructure.com/courses/251947/pages/rutgers-student-support-services)
- [Student Health & Wellness Services \(https://rutgers.instructure.com/courses/251947/pages/student-health-and-wellness-services\)](https://rutgers.instructure.com/courses/251947/pages/student-health-and-wellness-services)
- [Registrar's Office \(http://nblogistrar.rutgers.edu/\)](http://nblogistrar.rutgers.edu/)
- [Rutgers Dean of Students - Student Affairs \(http://deanofstudents.rutgers.edu/about-us/\)](http://deanofstudents.rutgers.edu/about-us/)
- [Information for Current Students \(support for mental health, academics, and finances\) \(https://smlr.rutgers.edu/academic-programs/current-students\)](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/>)




Rutgers Student Health Services:

- Rutgers Student Affairs is dedicated to health for the whole student body, mind and spirit. It accomplishes this through a staff of qualified clinicians and support staff. [Health, Counseling, and Wellness services](https://www.rutgers.edu/academics/student-support#studenthealth)  (<https://www.rutgers.edu/academics/student-support#studenthealth>) are available at several locations throughout Rutgers University.


Crisis Intervention - Student Health

- [Crisis Situations](http://health.rutgers.edu/medical-counseling-services/counseling/crisis-intervention/)  (<http://health.rutgers.edu/medical-counseling-services/counseling/crisis-intervention/>)
- [In the Wake of Trauma](https://siwordpress.rutgers.edu/studenthealth/wp-content/uploads/sites/139/2018/07/Health-and-Human-Services-In-the-Wake-of-a-Trauma.pdf)  (<https://siwordpress.rutgers.edu/studenthealth/wp-content/uploads/sites/139/2018/07/Health-and-Human-Services-In-the-Wake-of-a-Trauma.pdf>)  (https://docreader.readspeaker.com/docreader/?cid=8909&lang=en_us&url=https%3A%2F%2Fsiwordpress.rutgers.edu%2Fstudenthealth%2Fwp-content%2Fuploads%2Fsites%2F139%2F2018%2F07%2FHealth-and-Human-Services-In-the-Wake-of-a-Trauma.pdf)

Academic Services:

- For academic support including tutoring, visit the [Rutgers - New Brunswick Learning Centers](https://rlc.rutgers.edu/)  (<https://rlc.rutgers.edu/>).
- For coaching help with writing skills and assignments visit the [Rutgers - New Brunswick Writing Tutors in the Learning Center](https://rlc.rutgers.edu/student-services/writing-tutoring)  (<https://rlc.rutgers.edu/student-services/writing-tutoring>).
- Many library resources are available online. Assistance is available through phone, email, and chat. For information, check the [Rutgers Libraries website](https://www.libraries.rutgers.edu/)  (<https://www.libraries.rutgers.edu/>).

Veteran Services:

- Rutgers is proud to support veterans. If you are a veteran of the armed forces, please visit the [Office of Veteran and Military Programs and Services website](https://veterans.rutgers.edu/)  (<https://veterans.rutgers.edu/>) for more information.

Student Code of Conduct

You are expected to conduct yourself in a professional, responsible, courteous, and respectful manner at all times during the course. Offensive language, harassment, posting videos or other media that is not related to the course, and/or any other inappropriate behavior will not be tolerated. Your responses to discussion posts, or any other communication with your classmates and/or your instructor must be of the highest professional and respectable standard. Refer to

<https://rutgers.instructure.com/courses/127012/pages/discussion-post-guidelines>) [Discussion Post Guidelines \(https://rutgers.instructure.com/courses/260321/pages/ief081772cb354dfea6738ef09a97edc7\)](https://rutgers.instructure.com/courses/260321/pages/ief081772cb354dfea6738ef09a97edc7)

when communicating in your Canvas class.

Academic Integrity

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

Staying on Track

Online learning requires a high level of discipline, dedication, and time management skills. While online learning offers you flexibility and convenience to learn from anyplace, anytime, *you are still expected to adhere to the all due dates.*

To help you stay on track:


- Have access to a reliable computer, and access to the Internet
- Log in to Canvas for your course **on a daily basis**
- Check for any announcements, update to the syllabus, assignments, and/or discussions and respond accordingly
- Actively participate in the Discussion Forum
- Complete the assigned readings and/or media
- Complete the assigned exercises and projects
- Adhere to all due dates

In case of computer failure






Make sure you have an alternative plan of access to your Canvas course in case your computer crashes (it happens). Additionally, be sure to backup your important documents and assignments on a flash drive or other external device.

Canvas Tutorials & Technical Support

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


- [Getting Started In Canvas for Students \(https://canvas.rutgers.edu/students/getting-started-in-canvas-students/\)](https://canvas.rutgers.edu/students/getting-started-in-canvas-students/)
- [\(https://canvas.rutgers.edu/students/getting-started-in-canvas-students/\)](https://canvas.rutgers.edu/students/getting-started-in-canvas-students/) Canvas is Web Accessibility Guidelines compliant. More on [Canvas accessibility Standards](#)  <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-Canvas-accessibility-standards/ta-p/1564>


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

- Contact [Rutgers IT Help Desk \(https://it.rutgers.edu/help-support/\)](https://it.rutgers.edu/help-support/). 833-648-4357, email help@oit.rutgers.edu, [\(mailto:help@oit.rutgers.edu\)](mailto:help@oit.rutgers.edu), accessible 24 hours a day, 7 days a week.
- Refer to the [Canvas Student Tutorial](#) <https://community.canvaslms.com/community/answers/guides/video-guide>
- Canvas [Student Guide PDF Version](#)  https://community.canvaslms.com/html/assets/Canvas_Student_Guide.pdf  https://docreader.readspeaker.com/docreader/?cid=8909&lang=en_us&url=https%3A%2F%2Fcommunity.canvaslms.com%2Fhtml%2Fassets%2FCanvas
- Access Rutgers Canvas via the [MyRutgers Portal](#)  <https://my.rutgers.edu>, [rutgers.instructure.com](https://my.rutgers.edu), mobile app and <https://canvas.rutgers.edu>  <https://canvas.rutgers.edu>
- For Canvas assistance, Passwords, or any other computer-related technical support contact the [Rutgers Canvas Help Desk](#)  <https://canvas.rutgers.edu/canvas-help/>.
 - [help@canvas.rutgers.edu \(mailto:help@canvas.rutgers.edu\)](mailto:help@canvas.rutgers.edu)

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:

1. Follow instructions on [Creating Rutgers ZOOM Account](https://it.rutgers.edu/zoom/)  <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.
2. 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/260321/pages/i6b78d0e44658e72a34f5df887f2110ab> 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 \(https://rutgers.instructure.com/courses/260321/pages/course-tools-tutorials\)](https://rutgers.instructure.com/courses/260321/pages/course-tools-tutorials) or at [Rutgers ZOOM Homepage](https://it.rutgers.edu/zoom/)  (https://it.rutgers.edu/zoom/).

ZOOM etiquettes:



- 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.

Accommodations

Everyone will need some type of accommodation at some point throughout the semester. My goal is to normalize the need for accommodation requests to the extent the university policy allows me to. There are various types of accommodation requests. I can help with some accommodation requests, but there are also accommodation requests that you will need to go through the university's ODS. I can help with the following (**without you going to the ODS**):

- Extended time for exam and/or assignment submissions (already built in for all but let me know if you require something different).
- Make up exams, assignments, due to work travel, illness, family responsibilities. No need to ask, just tell me. I just need a heads up so I know you're ok and that you don't fall behind on your course work.

Rutgers' Official Accommodation Statement

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 ([See Documentation Guidelines](https://ods.rutgers.edu/students/documentation-guidelines)  [\(https://ods.rutgers.edu/students/documentation-guidelines\)](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 and your instructor with a Letter of Accommodations. Please discuss the accommodations with your instructors as early in your courses as possible. To begin this process, please complete the [registration form](https://webapps.rutgers.edu/student-ods/forms/registration)  [\(https://webapps.rutgers.edu/student-ods/forms/registration\)](https://webapps.rutgers.edu/student-ods/forms/registration). I am happy to facilitate the process if you need me to. Just let me know.

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/>)

Rutgers Diversity Statement

The Division of Student Affairs works to create an environment of **inclusion** which respects and affirms the inherent dignity, value, and uniqueness of all individuals, communities and perspectives. Our practices reflect awareness and understanding of the complexity of identity and the increasing interconnectedness of our world. It is our **responsibility** to promote and maintain a community of compassion, embracing the rich dimensions of **diversity**, and facilitating opportunities for understanding and the expression of both individual and shared truths.

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.

Where to Next?

After reviewing the content of this Course Syllabus, proceed to Modules, Week 1.



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