

Course HRDV 5700 – Career Management

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Course Description Career Management is the process through which individuals and organizations jointly plan, guide, direct, and influence people’s careers to meet the individual’s and the organization’s future needs. This course introduces students to current ideas about how organizations and individuals are trying to manage the problems created by the new rules of the workplace through career management.

Prerequisites HRDV 5000 and MNGT 5590

Course Level Learning Outcomes

1. Students will be able to **analyze** Human Resources Development situations.
 2. Students will be able to **integrate** intellectual understanding of HRD models with methodological competencies.
 3. Students will be able to **implement** Human Resource Development solutions to real organizational problems.
 4. Students will emerge with a framework and set of guidelines that can serve as a career management ‘map’ throughout their work lives.
 5. Students will be able to identify a series of examples of organizational career management programs.
 6. Students will be able to engage in career exploration, career goal setting, and career strategy development
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Materials Greenhaus, J.H., Callanan, G.A., and Godshalk, V.M. (2008). Career Management (3rd Edition). The Dryden Press, Harcourt College Publishers. ISBN: 0-324-55359-5.

Available via MBS Direct: (800) 325-3252 or <http://bookstore.mbsdirect.net/webster.htm>

Grading 3 Papers - 70% (20%, 20%, 30%)
Class Participation - 30% (Class discussion - case & article discussion)

Policy Statements: University Policies

University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:

Academic Honesty

The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.

Drops and Withdrawals

Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.

Special Services

If you need accommodations for a disability, please let the instructor know at the beginning of the course so that they can be provided.

Disturbances

Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.

Course Policies

This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student. The schedule below represents an approximate expectation of course progress. The instructor reserves the right to change the overall course grade weighting. Any changes will be announced in class.

In line with the university's policy on academic honesty, please be advised that instances of academic dishonesty will result in a zero for the assignment and will be reported to the Dean of the School of Business & Technology for further disciplinary action. In this course we will use

turnitin.com, an electronic database, which assists students and faculty with academic work.

Participation Policy

Your participation grade will be based on the following criteria:
Quantity of high-quality participation

Grading Scale

A	94 – 100
A-	88 - 93
B+	84 – 87
B	80 – 83
B-	75 – 79
C	70 - 74
F	Below 70

Weekly Assignments

Pre-Assignment for Week 1: Read Chapters 1 & 2

Week 1 – Chapter 1: Introduction to the Study of Careers
Chapter 2: Model of Career Management
Establish student article schedule

Week 2 – Chapter 3: Applications of the career management model: A guide to career exploration
Chapter 4: Applications of the career management model: Goals, strategies, and appraisal
Group 1 articles
Case 1

Week 3 – Chapter 5: Career development: An overview
Chapter 6: Occupational choice: Preparation for work
Group 2 articles

Week 4 –	Chapter 7: Organizational entry Group 1 articles In class critique of resume (students to bring copies for group)
Week 5 –	Mid-term Paper Due/ Discussion Chapter 8: Early career: Establishment and achievement Chapter 9: Middle and late career issues
Week 6 –	Chapter 10: Job stress Chapter 11: Intersection of work and family roles: Implications for career management Group 2 articles Case 2, 3, 4, and 5 discussion
Week 7 –	Chapter 12: Managing diversity Chapter 13: Entrepreneurial careers Chapter 14: Human resource support systems Future job interview paper due Group 1 articles Case 6 & 7
Week 8 –	Chapter 15: Organizational career management systems Chapter 16: Closing thoughts on career management Group 2 articles
Week 9 –	Final paper presentations

Additional Information

In lieu of exams, three papers will be required for this class. All papers must be in APA format with all references cited correctly within the body of the paper, and on the reference page.

Mid-Term Paper – Due Week 5. This paper will be a minimum of 4 pages, double-spaced. Utilizing the career management model, document your career path and the strategies and goals you will take to accomplish it. If your career path is already set, establish a ‘Plan B’.

Future Job Interview – Due Week 7: 4 pages. Document an interview with either a potential future employer or person in a present/future career. Topics may include: why work here; qualifications for the job; how would one prepare to work in this field/organization, etc.

Final Paper – Due Week 8: Minimum 6 pages. Develop a paper on any topic in the field of Career Management. The paper will include a current literature review of the topic.

Section 1: Topic introduction / Statement of purpose

Section 2: Defend topic with the literature:

Section 3: Synopsis of topic and/or implementation (assimilate implementation and literature into recommendations and/or application

Articles: Articles must be on the topic of career management and the chapters for discussion for that class. A copy of the article must be turned in. If absent and your group article due, present a new article the following week on the chapters being discussed.

Resume - Due Week 4: Students will bring in copies (number to be determined by group size) of their resume and cover letter (optional). After critique by the group, a copy must be turned in for class credit.

Note: Rescheduling of classes – Class may be rescheduled for the following reasons: instructor illness, inclement weather, and conflicts with the instructor's travel schedule.