

<b>Course</b>	<b>HRDV 5700 / JC / Career Management</b>
<b>Term</b>	Spring 2, 2010 – Wednesday – 6:00 pm – 10:00 pm 3/17, 3/24, 3/31, 4/7, 4/14, 4/21, 4/28, 5/5, 5/12
<b>Instructor</b>	Name: Marilyn Feldstein Home Phone: (904) 443-0059 or 262-9470 Email: <a href="mailto:feldstei@webster.edu">feldstei@webster.edu</a> or <a href="mailto:mfeldstein@bellsouth.net">mfeldstein@bellsouth.net</a>
<b>Catalog Description</b>	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.
<b>Prerequisites</b>	Students majoring in human resources development must have completed the requisite course Introduction to Human Resources Development (HRDV 5000) before taking this course. Students who are <b>not</b> human resources development majors do <b>not</b> need to have completed Introduction to Human Resources Development (HRDV 5000) before taking this course.
<b>Course Level Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Students will be able to <b>analyze</b> Human Resource Development situations for Career Management elements and opportunities.</li> <li>2. Students will be able to <b>integrate</b> intellectual explanations of Career Management with methodological competencies.</li> <li>3. Students will be able to <b>implement</b> Career Management solutions to real organizational problems</li> <li>4. Students will emerge with a <b>framework</b> and set of guidelines that can serve as a career management “map” throughout their work lives.</li> <li>5. Students will be able to identify a series of <b>examples</b> of organizational <b>career management programs</b>.</li> <li>6. Students will be able to engage in <b>career exploration</b>, <b>career goal setting</b>, and <b>career strategy development</b></li> </ol>
<b>Materials</b>	Greenhaus, J.H., Callanan, G.A., and Godshalk, V.M. (2008). <b>Career Management</b> . (3 <sup>rd</sup> Edition). The Dryden Press, Harcourt College Publishers. <b>ISBN# 0-0324-55359-5</b>

Hayes, Kit Harrington (2000). **Managing Career Transitions** (2<sup>nd</sup> Edition). Prentice Hall, Inc. ISBN# 0-13-924051-9

**To Order Textbooks go to the local North FL website [www.webster.edu/jack](http://www.webster.edu/jack) and click on Order Textbooks to select a vendor**  
**(Note: Textbooks must be ordered 2 weeks prior to class to ensure delivery)**

**Supplemental Reading:**

- The instructor may bring supplemental readings to the class. Additional short readings may be assigned.
- **Research Paper Guidelines and Sample Paper** – See website @ [www.webster.edu/jack](http://www.webster.edu/jack) and click on the Student Resources category.

**Grading**

<b>Assignments</b>	<b>Maximum Points</b>
• Group Case Study	15 Points
• Career Profile	15 Points
• Mid-Term Exam	25 Points
• Final Term Paper and Presentation	25 Points
➤ Passports Internet Proficiency	10 Points
• Class Participation and Attendance	<u>10 Points</u>
<b>TOTAL</b>	<b>100 Points</b>

Letter grades will be assigned pursuant to the following scores based on the percent of the total possible points (weighted according to the scale above) that you earned in the course.

Percentage of Total Points	Grade
95%-100%	A
90%-94%	A-
88%-89%	B+
84%-87%	B
80%-83%	B-
70%-79%	C
Below 70%	F

<p><b>Activities</b></p>	<ul style="list-style-type: none"> <li>• Lectorettes will convey an understanding of mandatory topics.</li> <li>• Simulations and role-plays will promote application and analysis of theory and methods.</li> <li>• Self-assessment tools and activities will demonstrate acquisition of Career Management competencies.</li> <li>• Lead facilitated discussion of readings and journal articles.</li> <li>• Short, moderately complex cases will promote application, analysis, and solution of organizational problems.</li> <li>• “Critical incident” assignments will require students to apply mandatory topics to the resolution of real world organizational problems.</li> <li>• Students will explain theoretical models and applications to the class.</li> </ul> <p><b>In-Class Written Assignment - Group Case Studies:</b></p> <ul style="list-style-type: none"> <li>• Each member must participate in the group discussion and presentation.</li> <li>• Each homework assignment must be <u>typewritten</u>.</li> <li>• Grammatical and spelling errors will result in one point reduction per error.</li> <li>• Late submissions will not receive credit (zero); an assignment is considered late if not received by the instructor before class ends on the due date.</li> </ul> <p><b>Career Profile:</b></p> <ul style="list-style-type: none"> <li>• The Career Profile is an opportunity for each student to apply his/her Motivational Style, Values and Career Interests to a specific plan which deepens the student’s practical knowledge in Career Management.</li> <li>• The Career Profile must be <u>typewritten</u> using the format provided in class with <u>details</u> describing your specific action plan.</li> </ul> <p><b>Mid-Term Exam:</b></p> <ul style="list-style-type: none"> <li>• The exam will require students to complete (<b>typewritten</b>) Exercise 8.2 (Pages 124-130 in <i>Managing Career Transitions</i>. The purpose of these exercises is to demonstrate your ability to apply key career management exercises to your career and to others in organizations.</li> <li>• Seventy-five percent of the points earned are for content, twenty-five percent for professional quality (grammar, spelling, and format, e.g., following directions). Quality errors will result in one point reduction per error from the grade.</li> </ul> <p><b>Final Term Paper, Class Presentation Including Passports Internet Proficiency:</b></p> <ul style="list-style-type: none"> <li>• Use APA format with a <b><u>minimum of two references per page</u></b>. Length must be 10 -12 pages typed double-spaced (not including title page, table of contents, list, etc.). Use a <b><u>minimum of five (5) current</u></b> (2001-2009) professional journal articles in the Career Management field from “Passports” Internet DataBases <u>showing</u> appropriate</li> </ul>
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citations in text references, in addition to other resources. **Note:** Clarity, grammar and diction are very important in this assignment. **“In text” citations are required, according to APA format.**

- Final Term Paper must include a formal presentation and a typed document of the key points discussed.
- Presentation must utilize Power Point.

**Class Participation and Attendance:**

- Students are expected to attend all class sessions of every course for the full 36 contact hours. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission of the instructor should withdraw from the class. The University reserves the right to involuntarily drop enrolled students from classes, which they do not attend. **PLEASE BE ADVISED: Students who do not attend the first class session, who have not made prior arrangements with the instructor for being absent, will be dropped from their courses.**
- **One point will be deducted from the final grade for each hour of class missed, as class attendance is very important. For example, if a student misses a four-hour class, then four points will be deducted from the final grade.**
- Attendance the last day of class is mandatory to ensure that all work is completed and to be awarded a passing grade. An Incomplete will not be acceptable without documental proof (Death Notice, Doctor’s Letter, etc.) as to absence relating to non-completion of class work. These must be faxed 904-262-1459 or dropped off to Webster University by the Monday after the term ends.
- Participants are expected to arrive on time and be actively involved in the learning experience. Each student should desire to learn, participate, and proactively contribute to the learning of others during each discussion and exercise.
- Students are to participate in classroom discussions. The discussions are an opportunity for students to reveal their understanding of the assignments made for the current and previous classes.
- Assignments are given to prepare the student to participate in class discussions; therefore, it is imperative that reading assignments and associated questions for discussion be completed **prior** to class.
- A maximum of 10 points will be awarded based on the level and quality of participation and preparation.
- Failure to turn in an assignment within one week will result in a grade of "0" for that assignment. In addition, failure to submit an assignment will lower the final grade by an additional two points.
- All assignments are due as detailed in the Course Schedule.
- Late assignments will be accepted, if they are turned in **no later** than

	<p>one week later, but will be penalized one letter grade. Furthermore, late assignments will lower the student's final grade by an additional one point.</p> <ul style="list-style-type: none"> <li>• Late assignments will not be accepted for the final assignments the last week of the course to allow timely completion and grades to be submitted.</li> </ul>
<p><b>Policy Statements: University Policies</b></p>	<p>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:</p> <p><b>Academic Honesty</b></p> <p>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.</p> <p><b>Drops and Withdrawals</b></p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) 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.</p> <p><b>Special Services</b></p> <p>If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p><b>Disturbances</b></p> <p>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.</p> <p><b>Student Assignments Retained</b></p> <p>From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the</p>

	<p>assignment or project.</p> <p><b>Contact Hours for this Course</b></p> <p>It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p><b>Course Policies</b></p>	<ul style="list-style-type: none"> <li>• This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student. The schedule below presents 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.</li> <li>• 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 and Technology for further disciplinary action. In this course we will use turnitin.com, an electronic database, which assists students and faculty with academic work.</li> </ul> <p><b>PARTICIPATION POLICY</b></p> <p>Your participation grade will be based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Quantity of high-quality participation</li> <li>• Quality of participation (your comments and insights in class reflect in-depth knowledge of Career Management theories and frameworks and the ability to apply them to real and simulated situations)</li> <li>• Balanced involvement in classroom discussion, showing a readiness to share airtime with your classmates.</li> <li>• Students are responsible for any class material presented during their absence, and any assignments due should be submitted prior to the absence, if possible.</li> </ul> <p><b>Reference Requirements</b></p> <ul style="list-style-type: none"> <li>• Webster University North Florida Region has developed condensed guidelines for APA references. These guidelines are to be used in all papers written for Webster University classes. The guidelines explain how to list reference sources and in-text citations back to page number locations to give all authors appropriate credit for their intellectual property and scholarly achievement.</li> <li>• All article reviews and any required make-up work will be completed in appropriate APA format.</li> <li>• Copies of the guidelines and a sample paper will be provided to students or are available at <a href="http://www.webster.edu/jack">www.webster.edu/jack</a> under Student Resources.</li> </ul>

<p><b>Weekly Schedule</b></p>		<p><b>Pre-Assignments for Session 1:</b></p> <ul style="list-style-type: none"> <li>• Read Chapters 1-2 of both the Greenhaus and Hayes textbooks.</li> <li>• Use your review of the course syllabus and your textbooks to write a two-page double-spaced typewritten paper. In the paper, <b><u>explain which chapter topics will be most valuable to you and why.</u></b> Be prepared to discuss and submit the paper during the <u>first</u> class. The paper and your class comments will be a part of the Class Participation Grade. <b><u>Clarity and correctness in grammar and spelling are important.</u></b></li> </ul>
	<p><b>Session 1</b></p>	<p><b>THEME: Introduction to Career Management</b></p> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Warm-up exercises/Introductions</li> <li>• Review/discuss course requirements (Syllabus)</li> <li>• Present/discuss papers on “topics of value”</li> <li>• Review key concepts of Chapters 1-2</li> </ul> <p><b>Assignments for Session 2:</b></p> <ul style="list-style-type: none"> <li>• Read Chapters 3 and 4 in both textbooks</li> <li>• Work in groups to read and answer questions of Case Analysis on Pages 101 – 104 in <i>Career Management</i></li> </ul>
	<p><b>Session 2</b></p>	<p><b>THEME: Self-Exploration and Goal Setting</b></p> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Review Case Analysis on Pages 101-104 in <i>Career Management</i></li> <li>• Complete Values, Motivational Style and Career Interests Assessments</li> <li>• Review key concepts of Chapters 3 and 4</li> <li>• Begin working on Mid-Term</li> </ul> <p><b>Assignments for Session 3:</b></p> <ul style="list-style-type: none"> <li>• Develop term paper topic for submission.</li> <li>• Complete Career Profile and turn in 1 Typed copy</li> <li>• Read Chapters 5 and 6 in both textbooks</li> </ul>

	<p><b>Session 3</b></p>	<p><b>THEME: Career Development &amp; Preparation for Work</b>  <b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Turn in and discuss Career Profile</li> <li>• View and discuss “The Secret”</li> <li>• Review key concepts of Chapters 5 and 6</li> <li>• The importance of Networking/Building and Maintaining Relationships in Career Management</li> <li>• Practice Networking</li> </ul> <p><b>Assignments for Session 4:</b></p> <ul style="list-style-type: none"> <li>• Questions on Mid-term Paper</li> <li>• Complete Exercises 3.4- 3.5 and 4.2-4.3 in <i>Managing Career Transitions</i></li> <li>• Do at least One Informational Interview</li> <li>• Read Chapter 7 in both textbooks</li> </ul>
	<p><b>Session 4</b></p>	<p><b>THEME: Organizational Entry</b>  <b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Develop questions for Guest Speaker on Managing Your Finances</li> <li>• Review key concepts of Chapter 7</li> <li>• Answer students’ Mid-Term questions</li> <li>• Present Informational Interview Results</li> <li>• Turn in Term Paper topic for Term Paper (Approval by end of class)</li> </ul> <p><b>Assignments for Session 5:</b></p> <ul style="list-style-type: none"> <li>• Continue working on Mid-term Paper</li> <li>• Read Chapters 8 and 9 in both textbooks</li> </ul>
	<p><b>Session 5</b></p>	<p><b>THEME: Establishment and Achievement / Middle &amp; Late Career</b>  <b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Turn in Mid-term Paper</li> <li>• Guest Speaker: Managing Your Finances</li> <li>• Debrief and reflect on learning’s from Guest Speaker</li> <li>• Review key concepts of Chapters 8 and 9</li> </ul> <p><b>Assignments for Session 6:</b></p> <ul style="list-style-type: none"> <li>• Work on Term Paper</li> <li>• Read Chapters 10 and 11 in both textbooks</li> </ul>

	<p><b>Session 6</b></p>	<p><b>THEME: Job Stress and Work and Family Roles</b>  <b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Review key concepts of Chapters 10-11</li> <li>• Guest Speaker on Managing Your Stress</li> <li>• Review: How to write a research paper</li> <li>• Begin working on Case Study, Budding Entrepreneur, 395-397</li> </ul> <p><b>Assignments for Session 7:</b></p> <ul style="list-style-type: none"> <li>• Continue working on Term Paper</li> </ul> <p>Read Chapters 12 and 13 in both textbooks</p>
	<p><b>Session 7</b></p>	<p><b>THEME: Managing Diversity and Entrepreneurial Careers</b>  <b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Turn in and discuss Case Study</li> <li>• Discuss key concepts of Chapters 12 and 13</li> <li>• Overview of Résumé Writing</li> <li>• Review Résumés</li> </ul> <p><b>Assignments for Session 8:</b></p> <ul style="list-style-type: none"> <li>• Continue working on Term Paper</li> </ul> <p>Read Chapters 14 – 16 in <i>Career Management</i> and Chapter 14 in <i>Managing Career Transitions</i></p>
	<p><b>Session 8</b></p>	<p><b>THEME: Closing Thoughts on Career Management</b>  <b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Discuss Interview and Salary Negotiation questions and answers</li> <li>• Practice Interviewing</li> <li>• Discuss key concepts of Chapters 14 - 16</li> </ul> <p><b>Assignments for Session 9:</b></p> <ul style="list-style-type: none"> <li>• Complete Term Paper and Presentation</li> </ul> <p>Prepare for individual presentations</p>
	<p><b>Session 9</b></p>	<p><b>THEME: Summary and Debrief</b>  <b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Turn in Term Paper</li> <li>• Individual formal presentations of key topics in Term Paper</li> <li>• Key learnings from HRDV 5700</li> <li>• Course wrap-up and Evaluations</li> </ul> <p>Papers can be picked up next week in office</p>
<p><b>Additional Information</b></p>	<p>None</p>	