



Course	HRDV 5700 CAREER MANAGEMENT
Term	Spring 2, 2008 Thursday 5:30 – 9:30 p.m.
Instructor	Name: Jerry Touslee Phone: (913) 685-1725 Email: touslee@webster.edu OR jteds@sbcglobal.net
Catalog 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	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 not human resources development majors do not need to have completed Introduction to Human Resources Development (HRDV 5000) before taking this course.
Course Level Learning Outcomes	<ol style="list-style-type: none">1. Students will be able to analyze Human Resource Development situations for Career Management elements and opportunities.2. Students will be able to integrate intellectual explanations of Career Management with methodological competencies.3. Students will be able to implement Career Management solutions to real organizational problems4. 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

Materials	<p>Brown, D., <i>Career Choice and Development</i>. Josey-Bass, Wiley. ISBN 0787957410.</p> <p>Handout Packet and Career Assessment fees to be purchased on first class meeting.</p>										
Grading	<p>COURSE REQUIREMENTS:</p> <table data-bbox="560 415 1120 598"> <tr> <td>Personal Career Profile</td> <td>20 points</td> </tr> <tr> <td>Mid-Term Exam</td> <td>20 points</td> </tr> <tr> <td>Position Classification</td> <td>20 points</td> </tr> <tr> <td>Employee Development Plan</td> <td>20 points</td> </tr> <tr> <td>Career Development Program</td> <td>20 points</td> </tr> </table> <p>90-100 points A 80-89 points B 70-79 points C 69 and below points No Credit</p> <p>The GRADUATE catalog provides these guidelines and grading options:</p> <ul data-bbox="535 814 1429 1255" style="list-style-type: none"> • A/A- Superior graduate work • B+/B/B- Satisfactory graduate work • C Work that is barely adequate as graduate-level performance • CR Work that is performed as satisfactory graduate work (B- or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses. • F Work that is unsatisfactory • I Incomplete work • ZF An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal. • IP In progress • NR Not reported • W Withdrawn from the course 	Personal Career Profile	20 points	Mid-Term Exam	20 points	Position Classification	20 points	Employee Development Plan	20 points	Career Development Program	20 points
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Activities	<p>Career Planning Process • Applying Theory to Practice • Surveying Employee Needs • Inventories and Surveys • Communication and Management Styles • Teams Roles and Functions • Motivational Factors • Learning Styles • Employability Factors • Profiling Positions in Organizations • Job Targets & Career Objectives • Decision Making • Strategic Future Planning • Career Coaching & Counseling • Training & Development • Career Transition Readiness • Entrepreneurial Pathways • Informational Interviewing • Networking • Mentoring • Personal Marketing Plan • Research of Labor Market • Resume Writing • Interviewing Strategies • Negotiating Job Offer</p>										
Policy Statements: University Policies	<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>										

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 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.

Special Services

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.

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.

Student Assignments Retained

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 assignment or project.

Contact Hours for this Course

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.

Course Policies	Students are expected to attend all classes. Unexcused absences and/or partial attendance will result in a lowered or failing grade. Excused absences are made at the discretion of the instructor. All assignments must be submitted on the due date.
Weekly Schedule	<p>Week One – Review of Syllabus, Course Content, Career Planning Theory and Process, Career Assessment Instruments</p> <p>Week Two – Matching Individuals with Roles, Duties and Work Groups</p> <p>Week Three- Employee Development Factors, Organizational Factors</p> <p>Week Four – Career Objectives, Decision-Making Models, Strategic Future Planning</p> <p>Week Five - Mid-term Exam, Career Coaching, Research of Career Opportunities within an Organization</p> <p>Week Six - Training & Development, Learning Styles, Career Transition</p> <p>Week Seven –Entrepreneurial Pathways, Networking, Job Search Strategies</p> <p>Week Eight – Personal Marketing Plan, Resume Writing and Interview Strategies, Negotiating Job Offers</p> <p>Week Nine - Presentation of Final Projects</p>
Additional Information	None