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| Course | HRDV 5700 Section BK -- CAREER MANAGEMENT |
| Term | Spring 2, 2008, Brooks City-Base, Texas |
| Instructor | Name: Wanda Heard Phone: (210) 680-8658 Email: WLHeard@sbcglobal.net or wandaheard98@webster.edu |
| 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 to 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 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 |
| Materials | Title: Career Management , 3rd edition Authors: Greenhaus, Godshalk, and Callanan Publisher: South-Western College Pub. ISBN: 0030224187 |
| Grading | A. Exams 50% B. Class Presentations 15 % C. Paper 30% D. Class Participation 5% |
| Activities | <ul style="list-style-type: none"> • Group work to discuss interpretations of career management process • Case studies to analyze the interrelationship of the organization and the individual • Participation and inquiry so that students conceptualize the process of career management |

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| | <ul style="list-style-type: none"> • Interview individuals to determine how the process works and has assisted individuals with the skills, knowledge, and potential for embarking on an entrepreneurial career |
| <p>Policy Statements: University Policies</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>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |

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| Course Policies | No special policies. |
| Weekly Schedule | <p>Pre-Assignment for Week 1:</p> <ul style="list-style-type: none"> • Read textbook, chapters 1 & 2 <p>Week 1: Topics:</p> <ul style="list-style-type: none"> • Introductory Activities • Syllabus Review • Introduction to the Study of Careers • Models of Career Management <p>Assignment for Week 2:</p> <ul style="list-style-type: none"> • Group activity to outline Chapter 3,4, and 5 <p>Week 2: Topics:</p> <ul style="list-style-type: none"> • Applications of the Career Management Model: • Career Exploration • Goals, Strategies, and Appraisal • Career Development <p>Assignment for Week 3:</p> <ul style="list-style-type: none"> • Group activity to outline Chapters 6,7, and 8 <p>Week 3: Topics:</p> <ul style="list-style-type: none"> • Occupational Choice: Preparation for Work • Organizational Entry • Early Career: Establishment and Achievement <p>Assignment for Week 4:</p> <ul style="list-style-type: none"> • Prepare for examination (Chapters 1-8) <p>Week 4: Topics:</p> <ul style="list-style-type: none"> • Summation of materials covered to date • Exam 1 (Chapters 1-8) <p>Assignment for Week 5:</p> <ul style="list-style-type: none"> • Group activity to outline Chapters 9, 10, and 11 <p>Week 5: Topics:</p> <ul style="list-style-type: none"> • Middle and Late Career Issues • Job Stress • Intersection of Work and Family Roles <p>Assignment for Week 6</p> <ul style="list-style-type: none"> • Discuss Project paper |

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| | <p>Week 6: Topics: <ul style="list-style-type: none"> • Project Paper Work Session • Analysis, Discussion, Applications Assignment for Week 7: <ul style="list-style-type: none"> • Prepare paper • Group activity to outline Chapter 12 & 13 Week 7: Topics: <ul style="list-style-type: none"> • Managing Diversity • Entrepreneurial Careers • Submit paper Assignment for Week 8: <ul style="list-style-type: none"> • Group activity to outline chapters 14, 15, and 16 Week 8: Topics: <ul style="list-style-type: none"> • Human Resources Support System • Organizational Career Management Systems • Closing Thoughts on Career Management Assignment for Week 9: <ul style="list-style-type: none"> • Prepare for Second Examination Week 9: Topics: <ul style="list-style-type: none"> • Exam 2 • Case Studies </p> |
| <p>Additional Information</p> | <p>This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student.</p> |